

POSITION 3: COMMUNITY ORGANIZING INTERN

Position Overview

The Community Organizing Intern engages directly with residents in Third Ward, South Union, Sunnyside, South Acres, and South Park to build TXFPF's grassroots infrastructure, recruit volunteers, and mobilize community members around voter engagement, housing justice, and criminal justice reform. This role emphasizes relationship-building and door-to-door organizing.

Primary Responsibilities

Direct Community Engagement (50%)

- Conduct door-to-door canvassing in target neighborhoods
- Facilitate phone banking sessions for voter contact and survey administration
- Table at community events, churches, and neighborhood gatherings
- Build relationships with community leaders, block captains, and residents
- Recruit and onboard volunteers for TXFPF campaigns
- Conduct one-on-one conversations about eviction prevention and tenant rights
- Collect community survey responses and document resident concerns

Event Coordination & Logistics (25%)

- Support planning and execution of candidate forums and community mixers
- Coordinate logistics for February 4th We Decide 2026 event at Burnett Bayland Park
- Organize volunteer trainings and phone bank sessions
- Set up and break down event spaces
- Manage sign-in sheets and event attendance tracking
- Coordinate refreshments, materials, and supplies for community gatherings

Volunteer Management (15%)

- Maintain volunteer database and communication
- Schedule volunteers for canvassing and phone banking shifts
- Conduct volunteer orientation and training sessions
- Recognize and steward volunteer contributions
- Create volunteer toolkits and training materials

Coalition Building (10%)

- Attend partner organization meetings (Houston In Action, etc.)
- Represent TXFPF at community coalition gatherings
- Build relationships with neighborhood associations and civic groups
- Coordinate joint actions and shared campaigns

Learning Objectives

- Understand community organizing principles and relationship-building strategies
- Develop skills in volunteer recruitment, training, and management
- Apply political participation theory to voter engagement campaigns
- Learn coalition-building and partnership development
- Practice active listening and community needs assessment
- Understand power dynamics and grassroots leadership development

Required Skills & Qualifications

- Strong interpersonal and communication skills
- Comfort with public speaking and one-on-one conversations
- Ability to work flexible hours including some evenings and weekends
- Willingness to work outdoors and walk neighborhoods
- Cultural competency and respect for diverse communities
- Reliability and strong organizational skills
- Bilingual English/Spanish capability (strongly preferred but not required)

Ideal Academic Background

Political Science, Sociology, Social Work, Urban Studies, Ethnic Studies, Communications, Public Affairs

Projects & Deliverables

- Volunteer recruitment plan with outreach materials
- Training curriculum for new canvassers and phone bankers
- Community asset map identifying key leaders and organizations in target neighborhoods
- Event planning guide and logistics checklist for community forums
- Neighborhood organizing toolkit with scripts and FAQs

Time Commitment: 15-20 hours per week (includes some weekend/evening hours)