



**Generation Citizen  
Administrative Assistant (New York, NY)  
Job Description**

**About Generation Citizen**

Generation Citizen is a quickly scaling national nonprofit that works to ensure that every student in the United States receives an effective Action Civics education, providing them with the knowledge and skills necessary to participate in our democracy as active citizens. We envision a country of young people working to collectively strengthen our American democracy.

We partner with middle and high schools in six regions nationwide to implement our Action Civics program, which teaches students how to address community issues by directly engaging with local government. As a pioneer in the field, we also advocate for Action Civics as an indispensable part of a young person's education.

Generation Citizen reaches tens of thousands of middle and high school students a year, nearly 50,000 in the organization's history. New York City is the flagship region with the largest program and staff presence, as well as the national headquarters. We are led by co-founder and CEO, Scott Warren, who is a recipient of a Draper Richards Kaplan Fellowship, an Echoing Green Fellowship, and was named one of Forbes' Top 30 Social Entrepreneurs under 30.

**Position Overview:**

The Generation Citizen Part-Time Administrative Assistant will support the operations and development departments that allow Generation Citizen to maintain effective administrative management across the organization. Primary roles will be to help maintain the financial and data systems, including donor management, and content upkeep on core communication platforms like the website. The position will report directly to the Finance Manager, work closely with the Operations and Development teams, and is two work days a week (16 hours per week and \$15/hr).

**Specific job responsibilities will include:**

**Records Systems**

- Assist in the maintenance of donor database system, Salesforce, to maintain accurate and up-to-date financial and contact records
- Assist in the development of financial reports for funders in partnership with Development Associate

**Communication**

- Support Operations Associate in the donor acknowledgment process, drafting and sending letters
- Oversee basic updates to Wordpress website and respond to correspondence received from website contact page



- Support, in conjunction with External Affairs Manager, the organizational newsletter calendar as well as maintaining listserv, Mailchimp
- Prepare marketing and organizational materials for funder and donor meetings

#### **General Office**

- Inventory and order office supplies and program materials
- Assist with office equipment such as printing, phone systems, copiers and basic technical assistance for office equipment

#### **Qualifications**

- B.A. or B.S. degree
- Strong attention to detail
- Strong time management skills and efficient in organizing and managing diverse tasks, activities, and projects
- Experience using Wordpress, Salesforce, and Mailchimp required
- Command of all Microsoft Office programs, especially Word, Excel, and PowerPoint

#### **To apply**

Qualified candidates should send a resume to [Jobs@GenerationCitizen.org](mailto:Jobs@GenerationCitizen.org). Please include your name and the position for which you are applying in the subject line of your email. No telephone inquiries please. Generation Citizen is an equal opportunity employer.