

## **Generation Citizen Part-Time Alumni Manager (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.

GC partners 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. This approach is revolutionizing civics education in this country, and is, in its 9th year of operation, educating more than 18,000 students across its six sites this year (Central Texas, Massachusetts, New York City, Oklahoma City, Rhode Island, and the San Francisco Bay area) and beyond. 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 former recipient of Echoing Green and Draper Richards Kaplan fellowships and was named one of Forbes' Top 30 Social Entrepreneurs under 30. As a pioneer in the field, we also advocate for Action Civics as an indispensable part of a young person's education.

GC has experienced a surge in demand for its Action Civics education program and is poised for rapid growth. In response, GC has developed and is executing against a three-year strategic growth plan. One of the goals in our three-year strategic plan is to create the conditions for longitudinal learning. This role will help us accomplish this goal in our regional market.

### **Position Overview:**

The part-time Alumni Manager will be responsible for supporting Generation Citizen New York City's engagement with and development of students who have completed GC's in-class program. The Alumni Manager will serve as a primary liaison with local program alumni in order to create pathways for their sustained civic engagement and will also collaborate with the Impact Manager and National Director of Programming to create and implement longitudinal tracking and evaluation of the alumni's civic participation. The Alumni Manager will report to the New York City Program Director.

We seek an individual with a passion for developing the leadership of young people (aged 14-19). The ideal candidate will also have experience as an organizer, in program evaluation, and in leveraging data to drive organizational learning. This is an exciting opportunity for an individual interested in joining a new and growing team as youth political participation receives increased attention in the current political climate.

### **Responsibilities:**

- Develop and implement engagement plan for program alumni
- Connect program alumni to identified civic engagement opportunities
- Arrange events and build strategic partnerships with peer organizations to benefit program alumni
- Develop and maintain newsletters and virtual resources for Community Change Fellowship, regional Student Leadership Board, and classroom ambassador alumni

- Work with the National Director of Programming, Impact Manager and NYC Program Director to refine key program metrics, and build regional dashboards and structures for consistent tracking and review of performance progress
- Plan for and nurture GC's evolution as a data-driven organization, including building strategies, calendars, and tools for data sharing, reflection, and analysis of regional impact
- Create small-scale experiments to test and measure the success of program pilot(s), including the Young Women Leaders Program
- Analyze alumni engagement data and the performance of alumni engagement tactics
- Perform other tasks as needed.

#### **Qualifications:**

- Bachelor's degree
- Experience working in education, youth development, and/or working directly with students
- Strong interpersonal skills and ability to build and maintain relationships inside and outside of the organization
- Track record of managing program evaluation
- Familiarity with the scope, utility, and implementation of various evaluation methodologies, including surveying, across diverse contexts
- Demonstrated success turning impact data into meaningful stories for the organization
- Exceptional written and oral communication, as well as presentation skills
- Strong time management skills and efficient in organizing and managing diverse tasks, activities, and projects
- Experience working with Excel required
- Proven background learning new technologies
- Strong interpersonal skills and ability to build and maintain relationships inside and outside the organization
- Interest and expertise in working collaboratively with colleagues from varied backgrounds and interacting with stakeholders of diverse backgrounds, views, and positions
- Strong attention to detail
- Ability to proactively identify and creatively solve problems in a fast-paced environment
- Solutions-oriented; eager for ongoing learning and self-improvement in the role
- Organizing experience preferred

#### **Salary, Hours and Terms**

Generation Citizen offers a competitive salary and benefits package. This is a part-time position based in New York City available immediately.

#### **To Apply**

Applicants will be interviewed on a rolling basis and decisions will be made as soon as appropriate candidates are identified. We encourage applicants to submit their applications early. **Qualified candidates should send a resume, cover letter, and a list of 3 references to [Jobs@GenerationCitizen.org](mailto:Jobs@GenerationCitizen.org) by Friday, November 23, 2018.** Please include NYC Part-time Alumni Manager" in your email subject line. **Applications without a cover letter will not be considered.** Applicants should be prepared to share a relevant writing sample and will be asked to complete a task as part of the interview process. **No telephone inquiries, please.**

**Generation Citizen is an equal opportunity, affirmative action employer. Candidates who reflect the diversity of the New York community are strongly encouraged to apply.**