



Generation Citizen National Administrative Assistant (New York, NY)

Position Overview:

Generation Citizen (GC) is seeking a mission-driven Administrative Assistant in our National office to provide key administrative support to the Office of the CEO, as well to the national development and operations teams. Primary duties will include working closely with the Chief of Staff, managing the CEO's calendar and travel, preparing the CEO for key meetings, and managing donor databases and acknowledgements. This is a full-time position based in New York, NY. The National Administrative Assistant will report directly to the Chief of Staff.

About Generation Citizen:

Generation Citizen is a national organization that promotes Action Civics throughout the country. GC's goal is to ensure that every student in the United States gains the knowledge and skills necessary to participate in our democracy as active and effective citizens. GC partners with teachers and schools to help them implement a comprehensive, high-quality program of Action Civics education. GC also advocates for the implementation of Action Civics nationwide and simultaneously works at the state level to advocate for appropriate state legislation, policies, and regulations to promote Action Civics.

GC's Action Civics approach is revolutionizing civics education in this country, and GC is, in its 9th year of operation, serving more than 18,000 students across its six sites (Central Texas, Massachusetts, New York City, Oklahoma City, Rhode Island, and the San Francisco Bay Area) and beyond. This position offers a unique opportunity to be on the ground at the highest levels of the organization, learning about key initiatives and donor relationships throughout the organization.

Specific responsibilities include:

Executive Assistant to the CEO:

- Schedule CEO meetings with external and internal stakeholders
- Work closely with the Chief of Staff to prioritize CEO schedule and engagements
- Prepare CEO for meetings, including preparing materials, conducting research, and aiding with follow-up, including thank-you notes
- Lead expense reporting for CEO and Chief of Staff, including tracking and logging receipts
- Work with Chief of Staff to help prepare for staff and Board of Directors meetings, including organizing logistics and preparing Board Packets
- Manage travel for the CEO and Management Team
- Support updating and organization of Board onboarding materials

General Office Management for New York City:

- Plan and coordinate logistics for culture-forming activities (like holiday parties and appreciation events)



- Assist operations team with inventory and ordering office supplies and program materials

Development Department Administrative Support:

- Manage the donor acknowledgement process throughout the organization
- Lead donor data entry into Salesforce - and general Salesforce maintenance - as needed
- Support prospecting for national and regional funding leads
- Manage mailing for events like Annual Appeal
- Elevate grant deadlines as appropriate for the department

Qualifications

- Excellent attention to detail
- Strong time management skills
- Efficiency in organizing and managing diverse tasks, activities, and projects
- Command of Microsoft Office and Google Drive systems
- Experience using Salesforce and Mailchimp strongly preferred
- Experience with donor research and prospecting preferred

Salary, Hours and Terms

This is a full-time role based in New York City available immediately. The position is expected to work 40 hours per week. Salary commensurate with experience.

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 2 references to Jobs@GenerationCitizen.org. Please include "National Administrative Assistant" in your email subject line followed by your name. Applications without a cover letter will not be considered. No telephone inquiries, please.

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