



Generation Citizen
Program Associate, NYC (New York, NY)

POSITION OVERVIEW

Generation Citizen (GC) is looking for an exceptional early career professional to join our team as a NYC Program Associate. The Program Associate is responsible for the recruitment, training, coordination, and coaching of college student volunteers and will work directly with volunteers as well as teachers, youth, and GC's program team to support Action Civics programming in New York City classrooms.

ABOUT GENERATION CITIZEN

GC is an innovative, quickly scaling nonprofit that seeks to strengthen our nation's democracy by empowering young people to become engaged and effective citizens. GC believes all students have the right to an effective civics education that prepares them to participate in our democracy.

GC partners with schools to implement an Action Civics program that teaches students how to address community issues through local government. Students develop communication, collaboration, and critical thinking skills and are given space to learn and practice the behaviors of active citizenship within an academic setting. As a pioneer in the field, GC also advocates for Action Civics on a national scale.

This approach is revolutionizing civics education in this country, and is, in its 8th year of operation, serving more than 13,000 students across its six sites (Central Texas, Greater Boston, New York City, Oklahoma City, Rhode Island, and the San Francisco Bay Area) and beyond. In the 2017-18 school year alone, we will provide Action Civics to more than 4,500 students in New York City. We are led by co-founder and CEO, Scott Warren, a former recipient of a Draper Richards Kaplan Fellowship and an Echoing Green Fellowship who was named one of Forbes' Top 30 Social Entrepreneurs under 30. GC is building a new generation of youth leaders, a generation inspired and equipped to make change.

POSITION DETAILS

The Program Associate is part of a team responsible for managing GC's Action Civics programming in New York City middle and high schools. The Program Associate oversees college volunteer recruitment and leads the development, mentorship, and management of their volunteer cohort. They also collaborate with their local team in the oversight of program quality and stewardship of relationships with partners in schools and the community. The Program Associate will report directly to the Program Manager and will work closely with Program Associates, Program Director, Executive Director, and Operations Associate, as well as other organizational staff.

This position is a great two-year opportunity for early-career achievers with demonstrated commitment to civic participation, equity, and personal growth. Success in this role spans many responsibilities, and the Program Associate can expect significant on-the-job learning and the development of professional skills such as managing and supporting volunteers, facilitating



workshops and meetings, building partnerships with educators, managing complex projects, and navigating local governmental and advocacy structures. In their second year, Program Associates take on greater leadership of project management and partnership development within local teams and have the opportunity to engage more deeply in broader organizational initiatives.

KEY RESPONSIBILITIES

Develop College Student Talent and Oversee College Partnerships to ensure that GC cultivates a committed, engaged and highly effective cohort of college volunteers and program alumni:

- Engage and support college volunteer leaders, empowering them to develop and implement strategies to recruit, retain, and recognize volunteers in addition to enhancing overall GC presence on college campuses
- Cultivate student pipelines and drive recruitment action plans on each partner college campus
- Plan and facilitate training for college Democracy Coach volunteers each semester, and provide intensive ongoing coaching of volunteers on GC's Action Civics curriculum and advocacy frameworks
- Conduct classroom observations to oversee program quality and provide assistance and constructive feedback to Democracy Coaches and classes
- Track class and chapter progress rigorously and manage quality benchmarks and milestones
- Strengthen student projects by advising on local city and state government legislation, policies, and effective advocacy tactics.
- Establish strategic partnerships with faculty and administrators to support the institutionalization of GC on college and university campuses

Support Program Quality and Site Operations to ensure GC delivers the highest-quality Action Civics experience to classrooms while continually growing and improving the organization:

- Support volunteer background checks, volunteer placements, data collection and upkeep, and distribution and collection of student, teacher, and volunteer surveys
- Utilize nationally created program materials to meet local needs, and develop volunteers' and teachers' advocacy knowledge to connect action projects to ongoing campaigns and political activity in NYC
- Assist in the planning and execution of an end-of-semester Civics Day event, at which students present their action projects to community leaders and public officials
- Establish and cultivate relationships with school administrators to lay the groundwork for successful and enduring school partnerships, including supporting fee-for-service strategy and conversations
- Collaborate with national program staff and other sites to solicit best practices and contribute to national program efforts and overall desired program outcomes
- Support site and organization's interconnected fundraising, advocacy, and programmatic efforts
- Help plan and lead teacher orientation each semester and provide ongoing support to ensure teachers are equipped to work with college volunteers and classroom projects are successful



REQUIRED QUALIFICATIONS & SKILLS

- A bachelor's degree
- 0-2 years' professional experience
- Demonstrated ability to build and maintain personal relationships with a wide variety of stakeholders, including college and middle or high school students
- Political campaign experience and/or community organizing experience
- In-depth knowledge of NYC, its educational institutions (school districts and/or colleges), and its government structures
- Strong oral and written communications skills, with a demonstrated ability to communicate with a wide range of audiences and stakeholders
- Strong organizational and project management skills, with a high level of attention to detail
- Ability to flexibly navigate between varied responsibilities
- Strongly preferred: experience working with diverse middle- or high school-aged youth in a classroom setting

SALARY, HOURS & TERMS

This is a full-time, non-exempt position based in New York City. As a non-exempt employee, you'll be eligible for overtime pay in accordance with federal and state requirements. Candidates should expect to travel frequently throughout NYC via public transportation. Some evenings and weekends will be required. The anticipated start date for this position is approximately June 3, 2019, and a **firm two-year commitment is required**. Generation Citizen offers a competitive salary and benefits package.

TO APPLY

Relevant 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 complete our brief [job application](#). Within the job application, candidates will be asked to upload a resume and cover letter. 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.