



**GENERATION CITIZEN
PROGRAM MANAGER, MASSACHUSETTS
LOCATION: BOSTON, MA**

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics. Nationwide, Generation Citizen is activating a movement of young people prepared to lead in our democracy.

Generation Citizen is nearing our 10th year of operations, serving more than 60,000 students since our founding and on track to serve more than 25,000 next academic year.

ABOUT THE ROLE:

The Program Manager, Massachusetts is responsible for overseeing a portfolio of school and district relationships to support GC's program in Massachusetts. The Program Manager will be responsible for delivering (and supporting in scaling!) our program, and will be a part of a team that includes our Executive Director, a Program Director, two other Program Managers, and a Program Associate. The Program Manager will report to the Program Director and will work closely with the Massachusetts program team, as well as the Sr. Director, National Programming, and other program and national operations staff located across GC's six regions.

The program team in Massachusetts is a growing team and we are looking for an innovative, driven, and learning-oriented colleague who can support, elevate, and amplify our programmatic impact across Massachusetts.

RESPONSIBILITIES:

Program Planning & Growth

- Manage a caseload of teacher, school, and district relationships, within the frameworks of GC's national strategic plan and local strategic priorities.
- Develop a pipeline of potential school partners in Massachusetts, with an eye towards confirming multi-year commitments and institutionalizing Action Civics within schools and the overall community.
- Manage pilots and special projects that support in innovating on, and increasing efficacy of, our current model and processes.
- Support the Executive Director on city and state advocacy campaigns.



- Collaborate with the Massachusetts program team to build and strengthen partnerships with community organizations, local political representatives, and others within the education and youth-serving nonprofit sphere.
- Support high-quality programming, accelerate site learning and collaboration, and enhance GC's presence as a local thought-leader in civics education.

Program Development & Management

- Manage teacher professional development program, which will include recruiting school partners, training participating teachers, supporting teachers through one-on-one coaching, connecting teachers and students with advocacy resources and experts, and collaborating with teachers to drive the evolution of the model, such as coordinating local civics days.
- Work closely with the Massachusetts Program Director with ongoing efforts to strengthen the quality of programming and expand GC's pipeline of prospective program partners
- Collaborate with the Sr. Director, National Programming, Manager, National Program Development, and other employees to build a standard national model for a teacher professional learning workshop series.

Program Evaluation & Operations

- Manage program monitoring and evaluation
- Engage with local and national team members in consistent collection, review of, reflection on, and decision-making from gathered quantitative and qualitative data
- Contribute to overall site program and quality goals, including coordination of school-based and citywide end-of-semester Civics Day events
- Support Executive Director with fundraising planning and events, as needed

THE FOLLOWING IS LIKELY TRUE OF OUR PROGRAM MANAGER'S EXPERIENCE:

- 3+ years of experience working within the education, non-profit, community organizing, youth development, or policy sector
- Experience working with or supporting students and teachers in low income/high needs schools
- Knowledge of the Massachusetts community, educational institutions, and governmental structures in order to optimally support GC teachers and their students with advocacy research and authentic community engagement.

MINIMUM REQUIREMENTS PREFERRED:

- B.A. or B.S. degree, or equivalent experience
- Based in the Boston Metro Area with an ability to commute to our local office near South Station
- Ability to travel to various school/district communities across Massachusetts.
- Willingness to work an occasional evening and weekend for special events and projects
- A driver's license required for traveling to partnering school/district sites



PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- Strong, dynamic facilitation and coaching skills
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback, in service of our mission and in order to connect to, engage, and inspire others towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Ability to identify and connect with youth from low-income and racially/ethnically diverse communities to empower them to engage in their school and community
- Respects and appreciates the differing values, perspectives, and cultures of stakeholders, school partners, and colleagues, with an interest and aptitude to engage with those groups on issues related to racial, economic and gender equity
- Eagerness to understand the structures that impact the civic engagement gap and commit to work to close this gap by affecting the education system
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
- Comfort working with Google Docs/Sheets and MS Office applications.

OUR COMMITMENT TO DIVERSITY IN HIRING:

Generation Citizen is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. Generation Citizen does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We were founded by a college student almost 10 years ago, and we're a team of educators, advocates and youth organizers. What does this mean? We have an inherent appreciation for the "non-traditionals," untapped potential, and the diamonds in the rough. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

WHAT WE OFFER:

Generation Citizen offers a competitive salary commensurate with both soft and hard experience, with the potential for annual performance based raises. We offer a comprehensive benefits plan, covering the majority of the employee premium for all medical plan options. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time plus a winter break between December 24 and January 2 of each year, commuter benefits, and a 401(k).

At Generation Citizen, we believe each of us has the capacity to make a difference within our communities. Our hope for a better democracy, and brighter future for all, fuels our commitment to seek systems-level responses and solutions to present challenges. We invite collective inquiry,



experimentation, failure, and resilience to inspire inventive outcomes, learning, and growth. We strive for an inclusive work environment where employees are encouraged to bring their whole selves to work every day, and work to create a collaborative, fun team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

HOW TO APPLY:

While the hiring timeline is subject to change, the GC team hopes to have our new Program Manager, Massachusetts in seat by August 1.

Qualified candidates should send a resume and thoughtful cover letter that speaks to your experience in the responsibilities, experience, and characteristics sections to Jobs@GenerationCitizen.org. Applications without a cover letter will not be considered. Please include “Program Manager, Massachusetts ” in your email subject line.

The hiring manager will reach out to qualified applicants on a rolling basis to schedule an initial phone screen, thus we recommend submitting your application materials early. We appreciate if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.