



---

**GENERATION CITIZEN  
PROGRAM ASSOCIATE, NEW YORK CITY  
LOCATION: NEW YORK CITY**

**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 participate effectively. 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, educating more than 60,000 students since our founding and on track to educate more than 25,000 in the upcoming 2019-20 academic year.

**ABOUT THE ROLE:**

The Program Associate is part of a team responsible for managing GC's Action Civics programming in local middle and high schools in New York City. The Program Associate collaborates with their regional team in the oversight of program quality and stewardship of relationships with partners in schools and the community. They also oversee college volunteer recruitment and lead the development, mentorship, and management of a volunteer cohort. The Program Associate will work on the New York City regional team, which includes four other Program Associates, two Program Managers, an Alumni Manager, a Development Manager, a Program Director, an Executive Director, and an Operations Associate, and will report directly to the DC Program Manager. The New York City regional team frequently collaborates virtually with staff members in GC's five other regions (California, Texas, Massachusetts, Oklahoma, and Rhode Island).

This position is best-suited 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 complex projects, facilitating workshops and meetings, building partnerships with educators, managing and supporting volunteers, and navigating local governmental and advocacy structures.



## **RESPONSIBILITIES:**

### **Support Program Quality:**

- Help plan and implement teacher professional learning institute each summer and provide ongoing support to teachers working with college students to implement GC's Action Civics program
- Conduct regular 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
- Support teachers in implementing policy-aligned action projects

### **Support Site Operations**

- Implement and manage systems of 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 New York City
- 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
- Collaborate with national program staff and other sites to solicit best practices and contribute to national program efforts and overall desired program outcomes
- Serve as a team player in supporting the site and organization's interconnected programmatic, advocacy, and fundraising efforts

### **Develop College Student Talent & Oversee College Partnerships**

- Engage and support college volunteer leaders, empowering them to recruit and lead strong GC chapters on their 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
- Plan and implement volunteer appreciation activities
- Establish strategic partnerships with faculty and administrators to support the institutionalization of GC on college and university campuses

## **MINIMUM REQUIREMENTS:**

- B.A. or B.S. degree, or equivalent experience
- Based in the New York City Area with an ability to commute to our local office in the Financial District, or a commitment to relocating to the area
- Basic knowledge of governmental structures and processes in New York City in order to optimally support GC teachers and their students with advocacy research and authentic community engagement



- Ability to work occasional evenings and weekends to support special events and projects

#### **THE FOLLOWING IS LIKELY TRUE OF OUR PROGRAM ASSOCIATE'S EXPERIENCE:**

- Early-career professional or recent college graduate who is interested in jump-starting an advocacy and programming career in a mission-driven environment
- Personal or professional experience that lends itself to understanding the education and/or government landscape in New York City
- Experience working towards individual and shared goals while remaining people-focused and empathetic to the needs and experience of others
- Experience problem-solving and managing multiple work streams simultaneously
- Experience building and maintaining personal relationships with a wide variety of stakeholders, including college and middle or high school students and teachers
- Experience planning and overseeing event processes and operations
- A background of quickly learning various new technologies to support work

#### **PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:**

- A deep commitment to and passion for Generation Citizen's mission
- Process-oriented and capable of implementing and maintaining strong systems to organize work
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback, in order to connect, engage, and inspire others towards outcomes, as well as for personal growth
- Highly collaborative, with a strong ability to project manage and get things done (individually and through others); and strong ownership of personal actions and team outcomes
- 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
- Commitment to diversity, equity, and inclusion especially as it relates to supporting equitable and inclusive program and organizational operations
- Ability to identify and solve problems in a dynamic environment
- Comfort using technology and platforms such as 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:

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. 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 week-long winter break each year, commuter benefits, and a 401(k).

Candidates should expect to travel frequently throughout NYC via public transportation. Some evenings and weekends will be required.

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, dynamic team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

### HOW TO APPLY:

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](mailto:jobs@GenerationCitizen.org). Applications without a cover letter will not be considered. Please include "Program Associate, New York City" 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.

While the hiring timeline is subject to change, the GC team hopes to have our new Program Associate in seat by mid-August and **a firm two-year commitment is required.**