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**GENERATION CITIZEN  
OPERATIONS ASSISTANT, RHODE ISLAND (PART-TIME)  
LOCATION: PROVIDENCE, RHODE ISLAND**

**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. Generation Citizen is activating a movement of young people prepared to lead in our democracy nationwide.

**ABOUT THE ROLE:**

The Generation Citizen Rhode Island Operations Assistant maintains effective administrative management across the site by supporting the operations of the Development, Advocacy, and Program teams. Primary responsibilities include maintaining the site's financial and data systems, ensuring timely content upkeep in core organizational communication platforms, and supporting Rhode Island's regional team's full-time staff. The position will report directly to the Rhode Island Executive Director.

**RESPONSIBILITIES:**

**Maintain Salesforce and Development Records Systems**

- Assist in the maintenance of donor database system, Salesforce, to maintain accurate and up-to-date financial and contact records.
- Maintain Salesforce systems with teachers, uploading class records onto accounts, tracking class progress, and school invoicing and payment.
- Assist in the development of financial reports and required documentation for funders.
- Support the donor acknowledgment process, including drafting and sending letters.

**Programmatic Support**

- Research, copy and edit articles on issues selected by students participating in Generation Citizen's Action Civics program.
- Research and connect classes with community experts to serve as guest speakers.
- Update Generation Citizen's internal school support site, and track daily introductions during the RI legislative session.
- Support the purchasing, ordering and printing of essential program materials at the beginning of fall and spring semesters.

**Civics Day and Events**

- Work with the RI Executive Director to document processes for planning and implementing end-of-semester "Civics Day" events.



- Assist in the planning and implementation of programmatic and fundraising events, including promotion and list management.

#### **Advocacy**

- Research and coordinate outreach to RI legislators, both municipal and state.
- Organize and track volunteers supporting statewide advocacy efforts.

#### **General Office Support**

- Assist with basic office tasks including copying, material preparation, and basic technical troubleshooting.

#### **THE FOLLOWING IS LIKELY TRUE OF OUR OPERATION ASSISTANT'S EXPERIENCE:**

- Current college student (Junior or Senior) or early-career professional who is interested in operations and how non-profits function
- Experience working towards individual and shared goals while remaining people-focused and empathetic to the needs and experience of others
- Experience collaborating with diverse groups of people across organizational environments
- Experience problem-solving and managing multiple work streams simultaneously
- Experience working with social media platforms and systems such as Hootsuite, Salesforce and Mailchimp, and a background of learning various new technologies to support work

#### **MINIMUM REQUIREMENTS PREFERRED:**

- Ability to commute to our local office at the Rising Sun Mills in Providence, Rhode Island.
- Proficient with Microsoft Office and Google Suite and Drive systems.

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

- Commitment to diversity, equity, and inclusion especially as it relates to supporting equitable and inclusive organizational operations.
- Strong attention to detail, organizational and time management skills.
- Efficient in organization and managing a diverse range of tasks, activities and projects.
- Ability to identify and solve problems in a work environment.
- Strong written and oral communication skills.

#### **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" and untapped potential. 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.

#### **SALARY, HOURS AND TERMS:**



This is a part-time role based in Providence, Rhode Island and available immediately. The position is expected to work for approximately 14-18 hours per week. The compensation is \$15 per hour.

**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 [tkerrvanderslice@generationcitizen.org](mailto:tkerrvanderslice@generationcitizen.org). Applications without a cover letter will not be considered. Please include “Operations Assistant, Rhode Island” in your email subject line.

The hiring manager will reach out to qualified applicants on a rolling basis to schedule an initial phone screen. Because of this, 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.**