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## **GENERATION CITIZEN MANAGER, PROGRAM**

Location: Remote - Oklahoma City, OK

### **ABOUT THE ROLE:**

The primary role of the Manager, Program is to manage the expansion of statewide school partnerships in Oklahoma, own relationships with teachers and administrators in rural, urban, and suburban districts, manage the Oklahoma regional team's strategic efforts to collect data and share stories of our impact, and support teacher caseload for others sites as necessary.

This position is a part of a local team that includes another Manager, Program and an Executive Director—collaboration with these colleagues is essential to the success of this role. Additionally, opportunities to work closely with colleagues in GC's sites across the country (California, Texas, New York, Massachusetts, and Rhode Island) are common for strategic planning, organize-wide projects, and day-to-day troubleshooting.

This person will be a key individual contributor to our Program team and will report to the Executive Director, Oklahoma.

### **RESPONSIBILITIES:**

#### ***Program (approx. 60%)***

- Manage a caseload of teacher, school, and district relationships in diverse communities, within the frameworks of GC's national strategic plan and local strategic priorities.
- Lead annual series of curriculum and pedagogy workshops in collaboration with National staff
- In addition to leading workshops, coach a set of Oklahoma teachers and, as needed, remote national teachers in order to support them in successfully implementing GC's curriculum
- Create and manage semesterly teacher communication and coaching plans in collaboration with the other Manager, Program.
- Develop a pipeline of potential school partners in Oklahoma outside of Oklahoma City, with an eye towards confirming multi-year commitments and institutionalizing Action Civics within schools and the overall community.
- Plan and manage the execution of semesterly student project showcase—Civics Day—in collaboration with the Executive Director

#### ***Impact Data and Communications (approx. 10%)***

- Manage monthly newsletter and social media content in collaboration with the Executive Director
- Work with our Manager, Impact to use Salesforce and UpMetrics to track and analyze programmatic data

#### ***Policy & Advocacy (approx. 20%)***

- Support the Executive Director with research to support local and state level policy and advocacy efforts
- Coordinate and provide professional development directly to students to support student led policy and advocacy

#### ***Development (approx. 10%)***



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- Support Oklahoma's fundraising strategy by providing a strong programmatic lens to funder pitch talking points and by supporting grant writing, in partnership with the Executive Director.

#### QUALIFICATIONS:

- 2+ years of educational programming experience, with a preference for a candidate with classroom and teacher leadership or coaching experience
- Invested time -- personally or professionally -- in the political process including engaging in the research necessary to construct and informed, well-rounded perspective
- Comfortable using technology and ability to provide remote support to other GC sites across the country
- While all GC teammates are currently working remotely, we hope for this person to be based in Oklahoma, with an ability to commute to our office in Oklahoma City once re-opened as well as an ability to commute to districts throughout the state, as needed.

#### PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- Strong, dynamic facilitation and coaching skills
- Process-oriented and capable of implementing and maintaining strong systems
- 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
- 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.

#### HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent Manager will reach out to qualified candidates to schedule a phone screen. **We would appreciate it 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 Manager, Program in seat by **January 18**. We encourage applicants to submit their applications early.