



**GENERATION CITIZEN
MANAGER, PROGRAM (NEW YORK)
LOCATION: NEW YORK, NEW YORK**

ABOUT THE ROLE:

The Manager, Program is responsible for overseeing a portfolio of school and district relationships to support Generation Citizen's program delivery, quality, partnerships, evaluation, and expansion in New York City and state. The person in this role will support scaling and delivering Generation Citizen's program by developing relationships with teachers and administrators in school districts throughout the region and providing instructional coaching and support to teachers. They'll also own special projects, working alongside community partners and staff across the country for strategic planning, organization-wide projects, and day-to-day troubleshooting.

The ideal candidate will be excited to engage in all aspects of this work – from building and expanding our programming, to strengthening Generation Citizen's community of teachers. They'll be a key contributor to the New York Region team and will report to the Director, Program in New York.

RESPONSIBILITIES:

Program (approx. 75%)

- Manage a caseload of teacher, school, and district relationships in diverse communities, within the framework of GC's national strategic plan and local strategic priorities
- Lead curriculum and pedagogy professional development workshops in collaboration with local and national staff.
- Serve as an instructional coach for a set of New York teachers to support them in successfully implementing Generation Citizen's curriculum, pedagogy, and equitable civic learning practices
- Create and manage teacher communication and coaching plans in collaboration with the New York program team.
- Steward and build strong relationships with district partners with an eye towards progressing multi-year partnerships toward goals and institutionalizing Action Civics within schools and the overall community.
- Coordinate and lead external presentations, workshops, and school-based and citywide end-of-semester Civics Day events.
- Support organization-wide growth, development, and impact by contributing to, or managing, regular semester-long or year-long projects (such as supporting curriculum edits or pilot programs).
- Contribute to overall site program and quality goals.
- Support maintaining accurate and comprehensive data for the site, including tracking class projects, news coverage, and legislation supported by GC classes; develop reports and documentation, as needed.
- Use Salesforce and UpMetrics to track, analyze, and report on programmatic data; engage with local and national team members in consistent collection, review of, reflection on, and decision-making from gathered quantitative and qualitative data.
- Support facets of the site's external communications, including social media
- Support with general office operations, as needed, including inventorying and document preparation.

Alumni Engagement (approx. 10%)

- Collaborate with staff and local Boards to support the regional approach to Generation Citizen's alumni work.



Policy & Advocacy (approx. 10%)

- Support the Executive Director in leading the state-based civic learning coalitions, including facilitating monthly coalition meetings, maintaining key relationships with partner organizations and managing membership and recruitment efforts with an eye towards diverse and representative membership
- Cultivate and build powerful relationships with key policymakers and influencers in New York, in service of our agenda and our coalition partners, supporting local and state level policy and advocacy efforts to advance equity in civic learning and support GC's presence as a local thought-leader in civics education.
- Support Action Civics-related city and state advocacy campaigns; participate in policy & advocacy projects at the national level, as needed

Development (approx. 5%)

- Support New York's fundraising strategy by providing a strong programmatic lens when building relationships with funders and by supporting grant writing and event planning, in partnership with the Executive Director.

QUALIFICATIONS:

- 2+ years of educational programming or in-school 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.
- While all Generation Citizen teammates are currently working remotely, this person should be based in New York City, with an ability to commute to schools in all five boroughs, as needed, once in-person school resumes.
- Comfortable using technology and ability to provide remote support to other Generation Citizen sites across the country, on an as-needed basis.

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.
- Ability to build and manage high-stakes partnerships in relation to both our program and policy work, and motivate individuals and groups towards a common goal.
- 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



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- Knowledge of the New York City (and to an extent, state) community, its educational institutions, and its governmental structures.
 - Comfort working with Google Docs/Sheets and Microsoft Office applications.

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. An HR representative will reach out to qualified candidates to schedule a phone screen. **We would appreciate it if you could refrain from reaching out to Generation Citizen 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 **September 15**. We encourage applicants to submit their applications early.