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**GENERATION CITIZEN**  
**ASSOCIATE, PROGRAM (NEW YORK)**  
**LOCATION: NEW YORK CITY/HYBRID/REMOTE**

**ABOUT THE ROLE:**

The Program Associate is part of a team responsible for managing Generation Citizen’s Action Civics programming in middle and high schools in New York City and other districts in New York state. The Program Associate is responsible for supporting successful implementation of Generation Citizen’s programming and will support the recruitment and onboarding of school partners, classroom visits and support/coaching sessions, supporting program expansion and implementation of program-related events. The Program Associate will also contribute to special projects, working alongside organizational staff, colleagues in Generation Citizen’s sites across the country (California, Oklahoma, Texas, and New England) and with the national team and community partners for strategic planning, organization-wide projects, and day-to-day troubleshooting. This position is a part of a local team that includes an Executive Director, Program Director and Program Managers—collaboration with these colleagues is essential to the success of this role.

This person will report to a Program Manager of Generation Citizen New York and will perform tasks assigned by all Program Managers, as well as the Program Director and Executive Director, of the Generation Citizen New York team. This is a grant funded role for one year, with potential for renewal for future work.

**RESPONSIBILITIES:**

***Program Operations (50%)***

- Assist in the planning and implementation of teacher professional learning institutes each semester.
- Adapt national program materials to meet local needs, and develop advocacy resources to connect action projects to ongoing campaigns and political activity in New York City and State.
- 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 in New York City and state.
- Collaborate with the National Program Team, and other sites, to solicit best practices and contribute to national program efforts and overall desired program outcomes.
- Track ongoing class projects, including news coverage and legislation supported by Generation Citizen classes.
- Work with Operations staff to order office supplies, catering, and other purchases as we transition to hybrid work and host in-person events like Civics Days, board meetings, etc.
- Work with Operations staff to support maintaining accurate and complete classroom and Salesforce records.
- Work with Operations staff to assist in the development of reports and required documentation for the New York site.



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### ***Program and Classroom Support (30%)***

- Track ongoing class projects, including news coverage and legislation supported by Generation Citizen classes.
- Implement and manage systems of data collection and upkeep, and distribution and collection of student, and teacher surveys. Track class progress in Generation Citizen systems such as Salesforce to manage quality benchmarks and milestones and determine best practices for classroom support strategies.
- Collaborate with program staff in other sites to solicit best practices and contribute to national program efforts and overall desired program outcomes.

### ***Policy & Advocacy, Development, and Alumni Engagement Support: (20%)***

- Support the organization's interconnected programmatic, advocacy, and fundraising efforts in New York, as needed.
- Support the maintenance and tracking of the alumni network databases.
- Research and share opportunities for alumni during the semester.

### **QUALIFICATIONS:**

- Entry level or some experience in educational or in-school programming.
- Knowledge of the New York City (and to an extent, state) community, its educational institutions, and its governmental structures.
- 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.
- Willingness to work an occasional evening and weekend for special events and projects.
- *Preferred: 1-2 years' experience with a nonprofit or government agency.*

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

- A deep commitment to and passion for Generation Citizen's mission.
- Process and detail-oriented, and capable of implementing and maintaining strong systems, as it related to event coordination and planning.
- Continuously strive to create a culture of inclusion through continuous listening, committing to share and learn from our experiences, fostering a nurturing workplace and workforce that accepts our values, and celebrating the diversity of our staff.
- 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.
- 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 Microsoft Office applications.



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**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 Program Associate in seat by May 1. We encourage applicants to submit their applications early.