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**GENERATION CITIZEN**  
**ASSOCIATE DIRECTOR, PROGRAM (NEW ENGLAND)**  
Location: HYBRID

**OVERVIEW:**

[Generation Citizen](#) is an innovative, quickly scaling nonprofit that seeks to strengthen our nation's democracy by empowering young people to become engaged and effective citizens. GC believes all students have the right to an effective civics education that prepares them to participate in our democracy. We partner with schools to implement an Action Civics program that teaches students how to address community issues by taking political action. Our model supports schools in institutionalizing Action Civics independently, with teachers taking the lead in developing a democratic classroom and school culture. As a pioneer in the field, GC also advocates for Action Civics on a national scale.

**ABOUT THE ROLE:**

The primary role of the Associate Director, Program is to support the management of GC's program delivery, district partnerships, operations, quality, evaluation, and expansion in the New England Region. The Associate Director, Program will supervise members of the program team who are on the ground implementing the core Action Civics curriculum, which involves training teachers and supporting classrooms. The Associate Director, Program will manage district partnerships, program operations, dashboards and budgets, as well as support development and fundraising through grant writing and reporting, and representing GC in external engagements, as needed. They will maintain a small caseload of teachers to coach through GC's curriculum, which will vary by semester. This opportunity works remotely with the expectation to attend at least two in-person team days in person at one of the offices. The Associate Director, Program will report directly to the Director, Program and directly supervise two team members.

**RESPONSIBILITIES:**

***Program Team Management (20%)***

- Directly supervise two program managers to ensure quality program delivery, effective caseload management, special project implementation, and progress toward goals
- Ensure strong individualized professional learning for all supervisees, in order to develop identified competencies and reach goals.
- Support the Director, Program in planning and facilitating team meetings, retreats, and step backs.

***Partnership Development & Support (20%)***

- Support Director, Program in the recruitment of new district partnerships, while owning and maintaining established district relationships.
- Manage and execute Fee for Service (FFS) contracts, including annual invoicing, MOUs and collection with district partners.

***Program Delivery (40%)***

- Hold a caseload of teachers, alongside Program Managers, based on overall team capacity (caseload size can vary by semester but will not exceed 25% time)



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- Ensure high quality delivery of professional development and instructional coaching of program team.
  - Develop and maintain programmatic dashboards to track the New England team's progress to goals, program evaluation information, and annual caseload designations.
  - Lead the planning and operations for program events (teacher professional development training, Civics Days, etc.) and manage event budgets.

#### **Development (10%)**

- Support grant writing and reporting, and other fundraising and development initiatives, as needed.
- In collaboration with the Director, Program, track programmatic budget to ensure proper use of funds and support annual program budget development.

#### **Policy & Advocacy (10%)**

- Support the Executive Director and Program Director on policy & advocacy initiatives, as needed.

#### **QUALIFICATIONS:**

- 5+ years of educational programming experience, with a preference for a candidate with classroom teaching in civics and social studies or instructional coaching experience
- 2+ years experience with program management within organizations, schools, or educational settings
- 3+ years experience in team management supervising, developing, and coaching others
- Reliable transportation to and from partner school in MA and RI as needed.

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

- Strong adult facilitation skills and ability to delivery professional learning for educators
- Experience developing and executing operational systems to support programmatic execution
- The ability to build strong relationships with diverse stakeholders
- A professional track record and personal commitment to diversity, equity, and inclusion - especially in regards to program design, program implementation, and team management
- An intentional giver and receiver of direct and supportive feedback in order to connect to, engage, and inspire staff in all tiers of the organization towards outcomes and personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and with others) in a fast-paced, dynamic environment
- Powerful written and oral communication skills

#### **HOW TO APPLY:**

Complete [the application](#) and be sure to attach a resume and cover letter. Our HR representative will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**