



**GENERATION CITIZEN
ASSOCIATE, POLICY & ADVOCACY**

Location: Remote, with a preference to be located in one of GC's states
(California, Massachusetts, New York, Oklahoma, Pennsylvania, Rhode Island, Texas)

ABOUT THE ROLE:

The Associate, Policy & Advocacy Research will be a systems-oriented, data-driven member of Generation Citizen's policy and advocacy team. The role is designed for a candidate with exceptional project management skills, a demonstrated ability to support event planning and execution, and a passion for public policy and systems change.

As a critical part of a dynamic, growing team, this position will be primarily responsible for providing administrative support to the policy research, coalition engagement, and public narrative work of GC's policy, and advocacy work. This entry level position will also be responsible for resource creation and systems maintenance that helps support the knowledge management, measurement and evaluation (M&E) of GC's org-wide policy and advocacy work.

The Associate, Policy & Advocacy will report to the Chief Policy & Advocacy Officer and work closely with the Associate Director, Coalitions and Policy Research and the Manager, Alumni and Youth Voice; and other members of our national and regional teams.

RESPONSIBILITIES:

Project Management Support:

- Provide calendar management support for advocacy events, including coalition meetings, release dates for policy briefs, and scheduling support for engagements with policymakers
- Support in the creation and maintenance of an annual calendar of education, youth engagement, and democracy conferences, summits, and convenings
- Support in overseeing the process for capturing notes, action items, and meeting recaps across advocacy meetings
- Monitor and track internal and external project timelines for GC's policy and advocacy team, to ensure the timely completion of projects and deliverables

Resource Creation and Systems Maintenance:

- Support in the creation of resources for coalition engagement - including template agendas, legislative reports, sample slide decks, and other ready-to-use materials
- Work with the Associate Director, Coalitions and Policy Research, to create policy summaries, draft newsletters, and agenda templates for 50x2026 Advisory Council and Coalition Partner meetings
- Work with National Program Team members to systematize data collection for policy and advocacy, measurement, and evaluation
- Work with alumni and youth managers to create regional systems for supporting youth civic engagement
- Manage event planning, virtual and in-person, for field building and coalition events with cross-organizational participation



Communications and Organizational Culture:

- Work with Chief Policy and Advocacy Officer to design, and execute effective advocacy retreats, team meetings, and organization-wide meetings, including core takeaways and action items from each convening
- Serve as an internal liaison across teams to capture key updates for inclusion in monthly advocacy newsletters and quarterly meetings for P&A national board committee
- Manage P&A slack and 50x2026 social media channels to ensure timely circulation of relevant information in the civics education field and education policy, more generally

MINIMUM REQUIREMENTS PREFERRED:

- 1+ years of experience in the public policy field, including community organizing, issue-based advocacy, or working on campaigns
- Demonstrated evidence of relationship building and relationship management skills
- Strong operations and project management skills, especially in team-oriented and coalition settings

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback 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
- A commitment to anti-racism and diversity, equity, and inclusion, with an ability to use these subjects as a lens for successful project management.
- 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
- Strong ability to learn, design, and use technologies and platforms, with an ability to support others in learning technologies and developing technological competencies.
- Entrepreneurial spirit and skilled at working within a resource-constrained environment

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. Due to the expected volume of applications, **GC team members will not be available to reply directly to inquiries about the position or the status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have the Associate, Policy & Advocacy role filled by **September 1**. We encourage applicants to submit their applications early.