



GENERATION CITIZEN MANAGER, PROGRAM

LOCATION: Hybrid - New England (Massachusetts and Rhode Island)

ABOUT THE ROLE:

The Program Manager will support Generation Citizen's program by developing relationships with teachers and administrators in school districts and providing instructional coaching and support to teachers. The Program Manager will also own special projects associated with developing and executing the New England Programming and Policy & Advocacy strategy.

This position is a part of a local team that includes one additional Program Manager, an Associate Director of Program, a Director of 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, Oklahoma, Texas, Kentucky, Pennsylvania, and New York) and with the national team are typical for strategic planning, organization-wide projects, and day-to-day troubleshooting.

This person will report to the Associate Director, Program in New England.

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 England teachers and, as needed, remote national teachers to support them in successfully implementing GC's curriculum, pedagogy, and equitable civic learning practices.
- Create and manage semesterly teacher communication and coaching plans in collaboration with the New England 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 community.
- Work with the Associate Director, Measurement & Evaluation to use Salesforce and UpMetrics to track, analyze and report on programmatic data.
- Contribute to overall site program and quality goals.
- Coordinate and lead external presentations, workshops, and school-based and citywide end-of-semester Civics Day events.

Policy & Advocacy (approx. 20%)



- Support the New England Executive Director with the state-based civic learning coalitions when necessary.
- Cultivate and build powerful relationships with key policymakers and influencers in New England in service of our agenda and our coalition partners, supporting local and state-level policy and advocacy efforts to advance equity in civic learning.
- Support professional development and leadership opportunities to youth in support of student-led policy and advocacy efforts within New England.

Development (approx. 5%)

- Support New England's fundraising strategy by providing a strong programmatic lens when building relationships with funders and supporting grant reporting in partnership with the Executive Director.
- Support and steward a culture of philanthropy in producing media publications and civics research studies, highlighting youth leaders as critical actors and establishing civic education reform as a lever for addressing racial inequality.

QUALIFICATIONS:

- 2+ years of educational programming experience, with a preference for a candidate with classroom and teacher leadership or coaching experience
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Invested time -- personally or professionally -- in the political process, including engaging in the research necessary to construct an informed, well-rounded perspective
- This person should be based in New England, able to commute to districts throughout Massachusetts and Rhode Island, and have reliable transportation.
- Vaccinated against COVID-19 or willing to become fully vaccinated within two (2) months of the first date of employment. Accommodations will be considered in line with Generation Citizen's internal policies.

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 to connect to, engage, and inspire others towards outcomes and personal growth.
- Ability to build effective partnerships about our program and policy work and motivate individuals and groups toward 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 racial, economic, and gender equity issues.
- Eagerness to understand the structures that impact the civic engagement gap and commit to working to close this gap by affecting the education system.
- Comfort working with Google Docs/Sheets and MS Office applications; comfort using technology and ability to provide remote support to other GC sites across the country

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will contact qualified candidates to schedule a phone screen. **Please refrain from reaching out to GC team members directly to inquire about the position or the status of your application.**