

Program Manager



Organization: Citizen University • citizenuniversity.us

Reports to: Deputy Director

Salary: \$62,000 - \$70,000 + benefits

Start Date: Summer 2022

Location: Our main office is in Seattle, but we are open to candidates around the country who would work remotely and who are willing to travel to Seattle for several programs and team meetings throughout the year. Estimated travel for those outside of Seattle is 15-20%.

Deadline: May 31, though applications will be reviewed as they are received.

About Us

Citizen University (CU) is working to build a culture of powerful, responsible citizenship across the country. We believe that a strong democracy relies on strong citizens—that we all have the power to make change happen in civic life and the responsibility to try.

We are working to realize the country we know is possible: a mass, multiracial democratic republic that works. A society with healthy, responsive institutions where every person feels represented and knows how to contribute. A society where we share responsibility for strengthening our community and country by reckoning with our past and recommitting to each other.

Citizen University works to support this culture shift by designing programs, gatherings, and workshops that equip and support civic catalysts nationwide in activating the practices of powerful, responsible citizenship within their own communities.

Our Team

Our team approaches this work with spirit, joy, and a deep responsibility to each other, our program participants, and the civic health of our nation. As an organization striving to strengthen our democracy and civic health across America, we know that living up to the values of liberty and justice for all starts with each of us.

Our team has made a series of commitments toward ensuring equity, justice, and belonging are baked into our work, and we know we have much to do to fully live out these commitments. We also know that deepening trust, relationships, and affection are the backbone to a healthy team culture. And that takes time, dedication, and willingness to have hard conversations. So we're digging in, and we hope you'll join us. You'll be a crucial part of the CU fabric, joining together through happiness and hardship, challenge and success. Plus, we genuinely enjoy spending time with each other — joy is a crucial ingredient to our work! Together, we're creating an environment of care, respect, and responsibility.

About This Role

We are seeking a spirited and creative programs teammate who is passionate about strengthening democracy and believes deeply in our mission of building a culture of powerful, responsible citizenship. As Program Manager, you will develop and orchestrate programs that enable participants to learn about these ideas and practice related skills, supporting a diverse group of people spanning locations, backgrounds, and ideologies.

In this role, you will manage and produce quarterly **Citizen University Civic Saturdays** – a program that we think of as a “civic analogue to a faith gathering.” The bulk of your work however, will be managing and implementing our **Civic Saturday Fellowship** program, where we train and support civic catalysts from around the country in leading their own Civic Saturdays and related gatherings.

About Civic Saturday: There aren't many places for us to come together and reflect on democracy and all its powerful possibilities and complex challenges, so we've created one! Civic Saturday brings friends and strangers together to connect around the values and practices of being an active citizen. It's a place to reckon with and reflect on our nation's creed, to consider our own roles and responsibilities as citizens, and to build relationships that create new civic traditions that are joyful and communal. Citizen University hosts our own Civic Saturdays four times a year.

About the Civic Saturday Fellowship: Building on our Civic Saturday gatherings, our Civic Saturday Fellowship trains and supports individuals and organizations around the nation in leading their own Civic Saturdays and similar gatherings. Fellows begin their experience at our three-day “Civic Seminary,” where they dive deep into ideas and frameworks around civic culture and faith and the purpose and methodology of Civic Saturdays. We then support them in developing and leading their own gatherings in communities around the country. Since 2017, we have trained over 150 people and run several cohorts of this program each year.

Our programs have been steadily growing on a national level for several years. We're ready to welcome the right individual with program management experience and a passion for civic participation to join our team and help us take our work and impact to the next level.

Core Responsibilities

- Manage the Civic Saturday Fellowship
 - Serve as the primary point of contact for the Civic Saturday Fellowship. You will oversee admissions, be the key relationship manager, information sharer, and cheerleader for those going through the Civic Saturday Fellowship program, and be ready to provide one-on-one guidance and support.
 - Serve as the key project manager for this program, setting timelines and keeping the many moving parts on track. You'll manage all program implementation from start to finish, letting no detail go unchecked.
 - Help develop and evolve this program as it grows and ensure that it remains aligned with our CU mission and program strategy.

- Organize Citizen University's Civic Saturday gatherings
 - Become an expert in the Civic Saturday gathering and the many ways Fellows are adapting it to be a supporter, connector, and guide.
 - Design, manage, and implement our CU Civic Saturdays with creativity and spirit, including coordination with CU leadership and community-based artists.
- Collaborate with the team
 - Communicate and coordinate with other CU team members (Learning Experiences, Communications, Operations) around program needs and deadlines.
 - Coordinate with Communications staff to ensure program messaging and information is polished and up-to-date on all channels, and coordinate program communications and marketing.
 - Support the Learning Experiences team in developing meaningful, mission-aligned, agendas and program content, and help facilitate sessions.
 - Ensure grant deliverables are being met, and support with grant proposals and reporting.

A successful candidate will...

- Feel committed to our ideas and resonate with our core principles and frameworks about powerful, responsible citizenship. Our mission and messages should get you amped up.
- Be delighted by our vibe and spirit – our work is joyful and earnest. We're talking about "strengthening civic faith and commitment" after all!
- Be a people-person through and through who gets energized by conversation. You genuinely love helping others and being a supporter and cheerleader, and can appreciate the variety of ways that people prefer to connect.
- Be able to effectively manage your own time, create efficiencies and new systems, and juggle multiple priorities.
- Embody the values of equity, justice, and belonging both personally and professionally, grounded in a sense of how these priorities relate to our work.
- Be an initiative taker—you see things that need to be fixed, and you fix them. You have new ideas to try out and create a plan to make them happen. You come up with ways to make your projects better without needing to be told, and you anticipate the needs of your teammates.

Qualifications

- Minimum of 3-5 years of program management and program development experience
- Experience designing new programs or upgrading existing programs – and enjoy thinking about how to improve processes and develop creative and meaningful new dimensions
- Ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Experience with developing and creating a wide array of program materials, both internal plans and procedures – as well as external-facing documents
- Strong writer and copy editor with an eye for detail, voice, and tone
- Capable of managing program coordinators, interns, and contractors

- Comfort with learning and utilizing a variety tech platforms a big plus (Salesforce, Asana, Google Drive, Slack, Miro are few platforms CU uses daily)

Compensation

\$62,000 - \$70,000 + benefits

In addition to annual salary, our benefits package includes: health insurance coverage, including dental and vision; a work computer; 15 days personal vacation annually, plus the week between Christmas Eve and New Year's Day, plus 10 additional paid holidays; a cell phone stipend to compensate for usage; a professional development stipend.

To Apply

Please submit the following items as PDFs via our website: citizenuniversity.us/about/jobs/

1. Your résumé
2. A cover letter
3. A document with a response to the following prompt:

At Civic Saturdays, we share readings of what we call "civic scripture," pieces of text from across American civic life that help us reflect on the American creed, our civic purpose, and how we can live like powerful citizens. These can range from traditional (The Declaration of Independence, a Dr. Martin Luther King Jr speech) to more broad (a poem, a recent essay, an excerpt from a book).

We'd like you to submit one piece of "civic scripture" that resonates with you, or that you feel is particularly important in this moment. If invited for an interview, we'll ask you to share with us why you chose it. Your piece should be no longer than one page.

Application deadline is May 31, and applications will be reviewed as they are received.

Citizen University is an equal opportunity employer. We value diversity on our team and seek to recruit and retain talented people who represent a variety of backgrounds and lived experiences. People from communities who have traditionally held less access to power are strongly encouraged to apply.