



Citizen University - Senior Program Manager

Citizen University (CU) is a national platform that generates and disseminates social technologies to foster responsible and empowered citizenship by way of activation, communication and education. CU engages, relies on and cultivates networks in all of its work – embracing the value of mutuality; recognizing the need for interdependence; and believing in the power of collective and connected effort.

Working with the programming team as well as the CEO and COO, the Senior Program Manager will advance and drive the development and execution of CU programs, partnerships, and new initiatives; represent the CU organization in various settings; liaise with community partners, groups and individuals; participate in team meetings; and fulfill other programming needs as they arise.

Essential Duties and Responsibilities:

- Manage diverse portfolio of projects and programs
- Develop and maintain professional relationships and organizational partnerships
- Design and create new projects and initiatives
- Plan and execute events and programs in Seattle and nationally
- Research and develop curricular content in line with project goals
- Manage project budgets and reports
- Collaborate on communications to develop and implement comprehensive communications strategies for Citizen University projects and initiatives.
- Ability to work with people across disciplines, perspectives, opinions and ideologies;
- Participate in team meetings and organizational planning
- Demonstrate honesty, responsibility, integrity and fulfillment of commitments.

Qualifications and skills:

- Undergraduate degree, plus 3+ years of relevant experience
- Knowledge of the civic leadership, civic education and democratic practice nonprofit and philanthropic landscape;
- Demonstrated ability to work in partnership across organizations;
- Demonstrated ability to manage multiple projects, set priorities and adhere to timelines;
- Knowledge of or experience on issues of planning, evaluation and measurement;
- Computer literacy including spreadsheets, email, and word-processing
- Attention to detail, self-motivated, and entrepreneurial.
- Ability to successfully manage multiple tasks simultaneously
- Experience and ability to function effectively as an integral member of a larger multidisciplinary team.
- Exceptional written and oral communication skills
- Passionate about organization's goals
- Ability to adapt quickly and have comfort with ambiguity;
- Commitment to learning and continuous improvement;
- Critical and creative thinking;
- Optimistic and problem-solving orientation;
- Sense of humor, creative, and ready to improvise

Full time. Salary \$58,000 to \$60,000. Health care and transit benefits. Must live in Seattle. Some travel necessary.

More information on Citizen University and our team can be found at www.citizenuniversity.us. Please send résumé and cover letter to tera@citizenuniversity.us.

Position open until filled.