



**Organization: Citizen University**  
**Job Title: Executive Assistant & Programs Associate**  
**Reports to: CEO & Managing Director**  
**Start Date: April/May 2019**  
**Position based in Seattle, some travel required**

### **About Us**

Citizen University exists to spread the belief that a strong democracy relies on strong citizens—that we all have the power to make change happen in civic life, and that we have the responsibility to try.

Our mission is to build a culture of powerful, responsible citizenship across the country. We envision a great civic revival across our nation — our dream is a country in which Americans are steeped in a sense of civic character, educated in the tools of civic power, and are problem solving contributors in a self-governing community.

In our work, Citizen University designs programs and projects that teach civic power and civic character, the essential components of powerful, responsible citizenship. We then activate and teach civic catalysts to spark the spirit of democratic renewal in their communities by equipping them with the skills and resources to bring these programs back to their communities. We also create and share accessible toolkits and resources that can be utilized by anyone, and we amplify and share success stories of powerful citizenship in action.

Our team approaches this work with joy, purpose, and a deep responsibility to each other and to our community.

### **About the Role**

The Executive Assistant and Programs Associate is a dual role supporting two major functions of the organization: 1) primary executive support to our CEO and 2) program planning and support, including management of one of our flagship programs, Civic Collaboratory. This role requires high levels of flexibility, strong communication and organization skills, and provides the opportunity to reimagine and grow a program that connects and inspires civic innovators from across the country.

This is a new hybrid position that will provide an opportunity for an early career professional to delve into the work of civic innovation on a national scale and serve as a key member of the Citizen University team as we grow and build our programs around the nation.

### **Core Responsibilities**

#### **EXECUTIVE ASSISTANT**

- Manage detailed calendar for CEO; includes executing scheduling requests promptly, triaging and responding to meeting requests and event invitations, and handling other correspondence as needed



- Coordinate complex travel arrangements and event/travel logistics for CEO, including flight, hotel, and transit. Frequently involves working with external organizations.
- Basic bookkeeping on behalf of CEO (manage reimbursements, invoices, receipts, and other documentation and reconciliation)
- Research, copy-edit, and draft content as requested by CEO
- Store and manage contacts on behalf of CEO
- Thoughtfully contribute to team meetings and organizational planning
- Assist with on-the-ground event production as needed

#### PROGRAMS ASSOCIATE

- Manage the program planning and design for our Civic Collaboratory program, a national mutual aid network of civic innovators that meets three times a year in locations around the country
- Help design and implement a plan to expand and manage place-based Collaboratories in communities around the country
- Support Program Managers in tasks related to our roster of programs, including Civic Saturday, Civic Seminary, Civic Confirmation, Youth Collaboratory, and more.

#### Successful Candidates Will

- Be committed to, and enthusiastic about, the mission and vision of Citizen University
- Be detail oriented and have excellent time management skills
- Employ a high level of common sense, tact, and self-awareness in all professional settings
- Care deeply about their work and enjoy finding ways to infuse creativity and improve processes
- Have excellent communication skills and be comfortable conversing and working with a wide variety of partners, stakeholders, funders, and more
- Be comfortable with making decisions on the fly and going with the flow
- Be a self-starter; have a strong sense of initiative
- Feel comfortable working with people from diverse ideological and experiential backgrounds

#### Qualifications

- 2+ years of relevant professional experience working on programs and events
- 2+ years of experience working in an office setting, in a role that required high attention to detail, prioritizing deadlines, and written/verbal communication
- Familiarity with Wordpress, Salesforce, Google-Suite is a plus
- Able to work independently and take initiative in managing plans and keeping priorities organized
- Rooted in values of equity and inclusion
- Attention to detail, self-motivated, and entrepreneurial
- Passionate, driven, and a genuine desire make an impact

#### Compensation

Starting salary is \$45,000-\$50,000 depending on experience including PTO, plus benefits. Benefits include 100% employer-paid medical & dental insurance, ORCA pass, and benefits



associated with Impact Hub membership. Three weeks PTO annually plus the week between Christmas Eve and New Year's Day plus 8 additional paid holidays.

### To Apply

- Please submit your résumé and cover letter
- Email application materials to [jobs@citizenuniversity.us](mailto:jobs@citizenuniversity.us) with the subject line Executive Assistant & Programs Associate Application
- The position will be open until filled
- Citizen University is an equal opportunity employer and we seek applicants with diverse backgrounds and experiences.

More information on Citizen University and our team can be found at [www.citizenuniversity.us](http://www.citizenuniversity.us).