



Organization: Citizen University
Job Title: Youth Programs Manager
Start Date: January 2019

About Us

Citizen University exists to spread the belief that democracy is on us — that we all have the power to make change happen in civic life, and that we have the responsibility to try. We approach our work with joyful purpose and a deep sense of responsibility to each other and to our community and country. Informed by a commitment to equity and trust, we place collaboration and ingenuity at the heart of our work.

About the Role

The Youth Programs Manager will play a pivotal role developing and leading innovative youth programming, supporting transformational young leaders, and impacting the national culture of civic engagement for a new generation.

Citizen University's youth programming works to:

- Equip young civic leaders with the skills and connections to build power in their communities
- Develop materials, resources, and networks to support the development of youth leaders
- Shift the culture of civic engagement in the rising generation

Compensation

Starting salary is \$50,000 depending on experience including PTO, PLUS benefits. Benefits include 100% employer-paid medical & dental insurance, monthly bus pass, and benefits associated with Impact Hub membership. Three weeks PTO annually + the week between Christmas Eve and New Year's Day + 8 additional paid holidays.

Core Responsibilities

The Youth Programs Manager will:

- Lead programming, design, and management of the **Youth Collaboratory**. *The Youth Collaboratory is a year-long program for 24 highly-motivated high school students from around the country to sharpen their literacy in civic power, and gain skills and connections to share and spread to their communities.*
- Design and implement the new **Civic Confirmation** program. *Civic Confirmation is a civic rite of passage for young Americans. This is a new program that will be piloted in 2019, and disseminated in 2020 and beyond.*
- Manage the continued creation and dissemination of the online multimedia **Youth Power Curriculum**. *This online civic resource for young people has been developed by members of the Youth Collaboratory and our team and is ready to be spread through strategic partnerships and a broad dissemination strategy.*

Additional Responsibilities

- Hire and manage contract staff for CU's youth programs and activities
- Manage project budgets and reports
- Explore avenues for expanded youth programming and partnerships
- Design and create new projects and initiatives under the direction of CU leadership
- Participate in team meetings and organizational planning

**Successful Candidates Will**

- Be committed to, and enthusiastic about, the mission and vision of Citizen University
- Have experience and passion for working with young people
- Be ready to serve young people, and also to lead and encourage them
- Embrace uncertainty and the opportunity to design and implement programs
- Have deep experience collaborating with a wide range of partners
- Have a strong sense of initiative and be ready to try new things
- Feel comfortable working with people from diverse ideological and experiential backgrounds

Qualifications

- 2+ years of relevant professional experience working in youth programming, teaching, or education
- Experience in event management and program design
- Able to work independently and take initiative
- Rooted in values of equity and inclusion
- Strong written and oral communication skills
- Attention to detail, self-motivated, and entrepreneurial
- Passion, creativity, and a desire to make an impact

To Apply

Citizen University is an equal opportunity employer and we are seeking a diversity of background and experience in our applicant pool. Please send your résumé and a cover letter to jobs@citizenuniversity.us. Position open until filled. Applicants are encouraged to apply by November 30, 2018.

Position based in Seattle, some travel required.

More information on Citizen University and our team can be found at www.citizenuniversity.us.