



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 or dependent on experience

Includes PTO plus benefits, including 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
- Have expertise and interest in designing new programs from the ground up, and in long-term program planning and management
- Embrace uncertainty and enjoy putting big ideas into practice
- 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
- 2+ years of experience in event management and program design
- Able to work independently and take initiative towards managing plans and achieving program goals
- 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 seek applicants with diverse backgrounds and experiences. Please send your résumé and a cover letter to jobs@citizenuniversity.us. Position open until filled.

Position based in Seattle, some travel required.

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