**Program Manager, Civic Learning**

As the Civic Learning Program Manager, you will work closely with the Civic Learning Lead at the center of the national conversation about civic learning, supporting young people to be better citizens and networking with civic leaders to ensure a resilient constitutional democracy.

In an age of fracture and distrust, we must fundamentally rethink the ways we prepare young people with the knowledge, skills, dispositions, and capacities to be successful citizens in our democracy. By its very nature, civic learning must be cross-partisan work, designed to encourage understanding and trust. Collaboration will not always be easy, but it is the only way forward. To be successful, we must all set aside our personal agendas and build a new system of civic learning designed to produce citizens who are well-informed, productively engaged in working for the common good, and hopeful about our democracy.

Your work will demand an exceptional display of civic skills and courage – you will build social trust and model the very skills and dispositions that we want others to emulate and teach. You will serve as a neutral arbiter. You will be facilitating collaboration amongst partners across the ideological spectrum to work towards city, state and national civic priorities in youth engagement, policy and advocacy, and testing and scaling revolutionary ideas.

We are building cross-partisan coalitions -- with leaders from the business, education, academic and policy communities – centering how we build better citizens in our country. Of equal importance as our youth-led civic action program, to support this work, you will maintain a pulse on the best ideas, latest research, and who the emerging leaders in the field are, as well as develop your own opinions and assertions. Together, we will consider, try, sometimes fail fast, and try new ideas on again to build a collaborative, informed and inspired field around civic learning. This means our work in field building will span from growing strong, cross-partisan relationships, developing the narrative, understanding current research, piloting projects and measurement tools, and developing policy to support and sustain the field.

You will have two priorities – managing the Civic Spring Project and supporting the Civic Learning Lead's portfolio of projects. The balance between these two will change as the priorities on the ground change.

In partnership with the Civic Learning Lead, to whom you will work closely and report, you will manage, improve and scale our youth-led civic action program, the Civic Spring Project. Alongside youth leaders, you will redefine what is possible when youth are empowered to turn their ideas for community improvement into action, and you will invest a growing group of cross-partisan supporters in prioritizing youth-led civic development.

As the Program Manager, you have the skill and capacity to launch and manage unique programs with independence, and also the humility and operational background to support the many civic learning programs we are trying to build. You are an entrepreneur who likes to roll their sleeves up and operate at different altitudes with confidence, ease and humility.
As you consider this position, you are encouraged to review our analysis of the civic learning ecosystem (From Civic Education to a Civic Learning Ecosystem: A Landscape Analysis and Case for Collaboration (Raj Vinnakota, 2019) and to become familiar with our Civic Spring Project.

About Us
For the past 75 years, the Institute for Citizens & Scholars has prepared leaders and engaged networks of people and organizations to meet urgent education challenges, helping to shape an informed, productively engaged, and hopeful citizenry. We are now rebuilding how we develop citizens in our country in three distinct ways:

• we support young people to be better citizens,
• we network civic leaders to ensure a resilient democracy, and
• we prepare a diverse and responsive next generation of college faculty and educators.

To sustain a flourishing civil society, we bring groups together as a force for progress on the nation’s biggest education challenges. We bring a breadth and depth of experience in civic learning and civil society development. We also utilize a multi-disciplinary, cross-partisan, and cross-sector approach that harnesses data and technology to tackle the issues at scale since the most urgent and complex societal challenges cannot be solved by one field, party, or sector alone.

We work to create not just a better educated but a more just and inclusive America. We have long been a proponent of excellence in teaching by actively promoting more gender and racial diversity in American higher education, improving the quality of K–12 education in our country, strengthening STEM teaching in high-need schools, and improving understanding of American history and civics. And now we are dramatically expanding the scope of our work to focus on key determinants of a flourishing civil society. We are thinking beyond the high school Civics class, imagining a holistic approach to civic learning and practice. This will include both high-quality, engaging content and opportunities to practice civic skills and develop civic dispositions in classrooms and after school on the sports field, at summer camp, online, and at home.

Primary Focus
• Expand youth-led civic action in multiple cities and states across the country. Scale the Civic Spring Project, which supports youth-led ventures to improve home communities through direct-to-youth financial support, communities of practice and adult support.
  o Manage the recruitment, selection and application process to identify the next cohort of youth leaders improving their community.
  o Build, facilitate and manage Communities of Practice by interest and skill with youth across the country to create space for self-reflection and applied learning.
  o Constantly reflect and implement adjustments to be a more equitable and effective program and deepen our impact.
  o Create and maintain a strong communication system to invest stakeholders in the Civic Spring Project, including analyzing and sharing learnings in ways that are accessible to diverse stakeholders and the out-of-school field.

• Support the Civic Learning Lead in building the civic learning field.
  o Build and maintain relationships with key stakeholders in the field to identify areas for collaboration and to keep a pulse on the latest work being done in civic learning.
o Project manage various high-level workstreams in which we are working cross-partisan to build consensus through one-on-one meetings, group convenings, and clear and consistent communication strategy. You will take the lead on managing projects as well as serve as a support on other projects, and will create and disseminate content, track deadlines, and move the group forward by ensuring everyone on the team has the information they need to be successful.

o Oversee, organize and manage multiple group convenings to discuss issues and build consensus around strategy; ensure consistent communication with the group and the internal team to move projects forward; prepare agenda and facilitate conversations.

o Maintain a pulse on research and programs in the civic learning field who we can partner with to accelerate our joint work.

Qualifications
• Ideally will have a background in non-profit management, including youth development work in identity development, critical thinking, bridging divides, civic responsibility, decision making, teamwork, and/or media literacy.
• Ideally will have experience in community organizing, and experience building coalitions across lines of difference using multiple platforms: in-person, virtual, written communication, and social media.
• Bachelor’s degree
• 3+ years of project management and communications experience.

Attributes
• You are entrepreneurial and a self-starter: you are eager to start and manage new projects, always thinking about ways to increase impact and scale; you don’t need to be told what to do, and you will manage up and ask questions to mine for clarity throughout the process.
• You thrive in a fast-paced, dynamic environment with a team who thinks big and is always iterating on projects until we ship them.
• You are an excellent communicator – written and oral - and can persuasively capture where we currently are and where we can go together; you keep stakeholders informed, invested, and excited to be a part of the team.
• You are eager to learn and grow alongside your colleagues, working to build strong, trusting relationships in which you are committed to excellence in your work that is directly tied to impact in the field.

Our Core Values
• We are constantly learning and improving. We test and refine new ideas and learn from our mistakes. We dare to question old solutions. We seek opportunities to collaborate with our diverse team; different backgrounds, skill sets, and thinking styles give us valuable new perspectives. We share knowledge and insights with each other to help us grow as individuals and as an organization.
• We are gracious and grateful in all that we do. We invest in our relationships with warmth and a sense of humor. We express gratitude to all our colleagues and stakeholders. While we strive for excellence, we recognize that no one is perfect. We give others the benefit of the doubt and act with kindness and integrity.
• **We are attentive and intentional.** We are aware of the needs of the world and those around us so that our work has a real impact. Our work is mission-driven and we know the “whys” – both large and small – behind what we do. Recognizing that details matter, we are equally committed to quality.

### Application Process

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<th>Date</th>
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<tr>
<td><strong>Wednesday, May 26th at 12am EST</strong></td>
<td>Application Deadline</td>
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<td><em>Please note that once you submit your resume, you will immediately receive a link to the application. Please hold an hour to complete the application. Your application will not be complete until you have submitted all materials by the deadline.</em></td>
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<tr>
<td><strong>Monday, June 7th and Tuesday, June 8th</strong></td>
<td>First Round Interview</td>
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<td><strong>Monday, June 14th</strong></td>
<td>Second Round Interview</td>
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<td><strong>Wednesday, June 16th</strong></td>
<td>Final Interview</td>
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<td><strong>Friday, June 18th</strong></td>
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<td><strong>Early July</strong></td>
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### To Apply

Simply email your resume to [opportunities@citizensandscholars.org](mailto:opportunities@citizensandscholars.org) with “Program Manager, Civic Learning” as the subject of the email. Please include your resume as a Word or PDF attachment to the email. Upon receipt of your resume, you will receive a link to the full application, which will take about an hour to complete. The application deadline is Wednesday, May 26th at 12am EST. You must submit the full application on-time to be considered for this position.

C&S will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.