



**GENERATION CITIZEN
INTERN, NY REGION
LOCATION: New York CITY/REMOTE**

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics. Nationwide, Generation Citizen is activating a movement of young people prepared to lead in our democracy.

Generation Citizen is in its 10th year of operations, equipping more than 60,000 students to lead change within their communities through Action Civics education since our founding. This academic year, we are on track to educate more than 2,500 students.

ABOUT THE ROLE:

The New York Region Intern will join the New York team to support GC's Action Civics program and Alumni Network.

RESPONSIBILITIES:

- **Support Program Quality and Site Operations**
 - Collaborate with program staff to align best practices to strengthen program quality.
 - Assist with updating GC's Online Resource Bank (ORB), including research articles, current events and potential guest speakers for classroom Action Projects for New York City and State partners.
 - Draft support documents for class Action Projects
 - Support partner prospecting, recruitment and outreach.
 - Support with program-related events, including Civics Day.
- **Leading Relationship Building with the Alumni Network**
 - Support with compiling weekly emails and workshop reminders to the Alumni Network.
 - Support survey data administration and analysis.
- **Logistics and Administration**
 - Collect and file electronic paperwork.
 - Assist with office tasks including inventorying, document preparation, and basic technical troubleshooting.
 - Assist with calendaring meetings for staff as requested.

- Create and solicit content for program updates and monthly site newsletter.
- Assist with fundraising tasks.

MINIMUM REQUIREMENTS PREFERRED:

- Interest in civic education and New York education landscape.
- Proficiency in Microsoft Office and Google Drive.
- Strong written communication skills.
- Ability to work and communicate in a virtual work environment.

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- Creative, bold, and brave about finding and learning new, compelling ways to reach and communicate with internal and external audiences.
- A strong relationship-builder, empathetic listener, and giver and receiver of direct and supportive feedback in order to connect to, engage and inspire others towards outcomes, as well as for personal growth.
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment, and strong ownership of personal actions and team outcomes.
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects.
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders.

OUR COMMITMENT TO DIVERSITY IN HIRING:

Generation Citizen is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. Generation Citizen does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We were founded by a college student almost 10 years ago, and we're a team of educators, advocates, and youth organizers. What does this mean? We have an inherent appreciation for the "non-traditionals," untapped potential, and the diamonds in the rough. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

WHAT WE OFFER:

This internship position is unpaid, but Generation Citizen can work with university stipend programs to document work completed under the internship.

At Generation Citizen, we believe each of us has the capacity to make a difference within our communities. Our hope for a better democracy, and brighter future for all, fuels our commitment to seek systems-level responses and solutions to present challenges. We invite collective inquiry, experimentation, failure, and resilience to inspire inventive outcomes, learning, and

growth. We strive for an inclusive work environment where employees are encouraged to bring their whole selves to work every day, and work to create a collaborative, fun team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

HOW TO APPLY:

Qualified candidates should send a resume and thoughtful cover letter that speaks to your experience in the responsibilities, experience, and characteristics sections to NY Program Manager, Martin Mintz at mmintz@generationcitizen.org. Applications without a cover letter will not be considered. Please include "Intern, NY Region" in your email subject line.

The hiring manager will reach out to qualified applicants on a rolling basis to schedule an initial phone screen, thus we recommend submitting your application materials early. **GC team members will not be available to reply directly to inquiries about the position or the status of your application.**