



## Coordinator of Civic Learning Programs Position Description

**Position Type:** Full-time, Exempt, 2 year engagement

**Location:** Remote / Hybrid

**Reports to:** Senior Manager of National Programs and Professional Development

**Salary Range:** Competitive and commensurate with experience

**The Center for Civic Education** (Center) is a national nonprofit and the nation's leading provider of civic and constitutional education. For over 60 years, the Center has advanced the civic knowledge, skills, and dispositions students and educators need to participate thoughtfully in democratic life. Through renowned nationally recognized programs We the People: The Citizen and the Constitution and Project Citizen: Community Engagement in Public Policy, the Center supports teachers and students nationwide through rigorous, research-backed instructional models that integrate constitutional inquiry, civil discourse, disciplinary literacy, and authentic democratic practice. At a pivotal moment for civic learning in the United States, the Center is expanding its national impact and seeking talented professionals who want to help shape the future of civic education.

### Position Summary

Reporting to the Senior Manager of National Programs and Professional Development, the Civic Learning Program Coordinator will support the planning, coordination, and implementation of civic education programs, professional learning institutes, trainings, competitions, showcases, and special events.

The Coordinator will work closely with members of the Center's Programs Team to manage logistics, communications, scheduling, vendor coordination, budgeting processes, and participant support for grant-funded initiatives and national programs. This position requires a highly organized and adaptable professional who is comfortable managing multiple projects simultaneously in a collaborative, mission-driven environment.

The ideal candidate is a strong project coordinator with excellent organizational and communication skills, experience supporting complex events or educational programs, and an interest in civic and constitutional education.

### How We Work

At the Center for Civic Education, our work is guided by four core values:

- Integrity – We act with honesty, consistency, and openness in all we do.
- Collaboration – We achieve our best work together through dialogue, partnership, and shared purpose.
- Innovation – We approach our work with curiosity, creativity, and a learning mindset.
- Accountability – We take ownership of outcomes, acting with intention and a focus on meaningful, measurable results.



## **Key Responsibilities**

### **Program and Event Coordination**

- Support the planning and implementation of professional learning institutes, educator trainings, webinars, conferences, showcases, and national events
- Coordinate logistics, including registration, scheduling, travel coordination, venue communication, materials preparation, and participant communications for Center events, including summer institutes, weekend workshops, and other virtual and in-person events
- Assist with the management of event timelines, planning documents, and operational workflows
- Coordinate on-site execution of events, including occasional evening and weekend responsibilities

### **Grant-Funded Program Support**

- Support Programs Team members with the implementation of grant-funded initiatives and multi-state projects
- Track project deliverables, timelines, and reporting requirements, and generate reports for Center staff to inform decision-making and progress checks
- Provide implementation support as needed with educators, consultants, state coordinators, and partner organizations
- Help organize and maintain program documentation and records

### **Vendor and Administrative Coordination**

- Coordinate with vendors, venues, consultants, and service providers to support successful program execution
- Assist with contracts, invoices, reimbursements, purchasing, and budget tracking
- Support internal operational processes related to event and program management

### **Communications and Participant Support**

- Draft and distribute professional communications to educators, volunteers, program partners, and event participants
- Maintain clear and organized communication systems for programs and events
- Contribute to the development and organization of program materials, presentations, and participant resources
- Support promotion and dissemination of the Center's opportunities and initiatives

### **Center Mission and Collaboration**

- Contribute to a collaborative and mission-driven team environment
- Support the Center's efforts to expand access to high-quality civic education opportunities
- Represent the Center professionally in meetings, trainings, and events



## Qualifications, Experience, and Skills

### Required

- Bachelor's degree or equivalent professional experience
- At least 2–4 years of experience in program coordination, event management, nonprofit operations, education programs, or related fields
- Strong organizational and project management skills with careful attention to detail
- Demonstrated ability to manage multiple priorities and deadlines simultaneously
- Excellent written and verbal communication skills
- Experience coordinating events, trainings, conferences, or multi-participant programs
- Ability to work collaboratively across teams and with external partners
- Proficiency with Google Workspace and Zoom
- Willingness to travel regularly during peak program and event seasons
- Experience working in fast-paced environments with competing deadlines

### Preferred

- Familiarity with civic education, social studies education, or nonprofit education programs
- Familiarity with We the People and/or Project Citizen
- Experience supporting grant-funded programs or federally funded initiatives
- Experience with Canva or similar design/presentation tools
- Experience supporting budgets, contracts, or vendor management
- Experience working with volunteers or large-scale educational events
- Experience with network management or coalition building

### Terms of Employment

This role is a full-time, exempt engagement. Candidates should be prepared for periodic travel and occasional responsibilities during evenings or weekends. The Center maintains a flexible hybrid and remote working model to support our collaborative efforts.

Funding for this engagement is secured through grant initiatives extending until June 30, 2028. Continued service is anticipated throughout this timeframe, provided that professional performance standards are satisfied and grant conditions persist. Any extension past this date depends upon future financial resources and the Center's operational requirements.

As an at-will organization, the Center or the employee may conclude the professional relationship at any moment. Such actions may occur with or without prior notification or specific cause, in alignment with relevant legal statutes.

The Center for Civic Education remains dedicated to its status as an Equal Opportunity Employer. Our mission is strengthened by a diverse workforce, and we invite applicants of all identities and backgrounds to join our commitment to inclusive excellence.



### **Salary and Benefits**

The starting salary range for this position is \$60,000 and commensurate with education and experience. Pay periods are semi-monthly. The Center offers a very competitive benefits package, including a generous retirement plan, optional 403(b) retirement plan, medical and dental insurance, vacation time, sick leave, sixteen holidays per year, and additional optional benefits.

**To Apply:** For consideration, send a cover letter and resume to [careers@civiced.org](mailto:careers@civiced.org) Please reference the job title in the subject line.