



## Manager of Civic Learning and Professional Learning

### Position Description

**The Center for Civic Education** (Center) is among the nation's leading civic and constitutional education organizations. For over 50 years, the Center has provided a civic and constitutional education to millions of people both domestically and abroad, seeking to create an enlightened citizenry through active learning programming grounded in history and civics fundamentals. Our programs and initiatives increase an understanding of the principles, values, institutions, and history of constitutional democracy among teachers, students, and the general public. The Center is pursuing an ambitious path of visionary expansion to advance the entire civic and constitutional education field in this critical moment and the decades to come.

**Job Summary** - Reporting to the Vice President and Chief Program Officer, the Manager of Civic Learning Projects plays a critical role in advancing the Center's work at the intersection of civic education and literacy. This position leads the design, development, and implementation of high-quality curricular and professional learning resources grounded in inquiry, evidence-based literacy practices, and civic education principles. Drawing on deep K-8 classroom experience and strong project management skills, the Manager collaborates with internal teams, educators, state partners, and external organizations to ensure the Center's materials are rigorous, practical, and aligned to standards, research, and grant goals.

This role will sit on the programs team at the Center. The programs team at the Center for Civic Education includes a publications team (publishing our flagship textbooks), research and innovation team (administering grant programs to conduct research and produce innovations on civic education teaching and learning), and the national events team, which supports and runs our national events including We the People National Finals, We the People National Invitational, and Project Citizen National Showcase. This role would strategically support the research and innovation team, the publications team, while also working on key professional learning projects that advance our organization's mission.

### Job Duties include:

- Develop curriculum and facilitate professional learning workshops anchored in our flagship curricular programs
- Support national events for students such as the We the People National Finals, National Invitational, and state level events
- Design and develop online professional learning experiences in the Center's LMS, including self-paced courses and interactive modules, in collaboration with internal teams, ensuring alignment with curricular goals and professional learning objectives
- Lead and manage the development workflow for professional learning materials at the intersection of literacy and civic education, ensuring projects are delivered on time, within scope, and aligned to organizational priorities.
- Apply deep expertise in the Science of Reading and evidence-based literacy instruction, including explicit instruction and disciplinary literacy approaches, to the design and refinement of professional learning and curricular resources.
- Bring substantial K-8 classroom experience (minimum five years of teaching) to inform practical, classroom-ready materials that meet the needs of educators and students across diverse learning contexts nationally.



- Integrate civic education meaningfully into social studies and ELA instruction, ensuring alignment with state and national standards and supporting interdisciplinary teaching and learning.
- Create cross-curricular alignments between social studies and ELA standards
- Mentor and support educators from elementary and middle schools, through coaching, feedback, and professional learning experiences that build instructional capacity.
- Oversee project management processes, including planning, timelines, deliverables, and coordination across internal teams and external partners.
- Collaborate effectively with external partners, including state education agencies (SEAs), districts, and nonprofit organizations, to co-design, implement, and refine civic and literacy initiatives.
- Support grant-funded projects by tracking deliverables, coordinating timelines, and contributing to program reports in collaboration with finance and leadership teams, ensuring compliance with funder requirements; demonstrating comfort with basic accounting and financial oversight.
- Contribute to outreach efforts by presenting the Center’s instructional resources and program outcomes to educators, partner organizations, conference audiences, and potential funders by sharing program outcomes through external communications.
- Apply the Center’s inquiry-based approach across existing curricula and professional learning materials and in the development of new resources, lessons, and tools that support high-quality civic learning.

## **Qualifications, Experience, Skills, and Dispositions:**

### Required Qualifications

- Bachelor’s degree in Education, Curriculum & Instruction, Literacy, Social Studies, or a closely related field
- Minimum of five (5) years of K–8 classroom teaching experience, with demonstrated expertise in literacy instruction and/or social studies
- Demonstrated knowledge of evidence-based literacy practices, including the Science of Reading, explicit instruction, and disciplinary literacy
- Strong understanding of civic education, including constitutional principles, democratic processes, and inquiry-based civic learning
- Experience designing or facilitating professional learning for educators, including workshops, coaching, or sustained learning communities
- Proven project management experience, including managing timelines, deliverables, and cross-functional collaboration
- Experience designing, developing, and managing online professional learning courses in an LMS (e.g., Canvas), including translating in-person curriculum into effective digital learning experiences

### Preferred Qualifications



- Master's degree or advanced coursework in literacy, curriculum design, civic education, education leadership, or a related field.
- Experience integrating civic education across disciplines, particularly within ELA and social studies.
- Experience collaborating with state education agencies (SEAs), districts, or national education organizations.
- Familiarity with standards-based curriculum design, including state ELA and social studies standards and national frameworks.
- Experience supporting or participating in national student programs or events (e.g., competitions, showcases, exhibitions).
- Experience contributing to or reviewing published curricular materials or instructional resources.
- Experience working with grant-funded projects, including tracking deliverables, reviewing budgets, coordinating with contracts and consultants, and supporting reporting requirements.

### Knowledge and Skills

- Deep fluency in ELA and Social Studies standards, with the ability to align lessons, assessments, and professional learning to those standards.
- Strong understanding of inquiry-based learning and experiential civic education models.
- Ability to translate research and theory into practical, classroom-ready instructional materials.
- Excellent written and verbal communication skills, including the ability to write clearly for educators, partners, and funders.
- Strong facilitation and coaching skills, with the ability to support adult learners using principles of andragogy.
- Demonstrated ability to manage multiple projects simultaneously while maintaining attention to detail and quality.
- Comfort with basic budgeting and financial tracking related to grant-funded work.
- High level of organizational skill, initiative, and follow-through.

### Professional Dispositions

- Commitment to the Center's mission of advancing high-quality civic and constitutional education.
- Collaborative mindset and ability to work effectively across teams and with external partners.
- Reflective practitioner who values continuous learning and improvement.
- Equity-oriented approach to curriculum, instruction, and professional learning.
- Ability to balance strategic thinking with hands-on execution in a fast-paced, mission-driven environment.

### Terms of Employment:

This is a full-time, salaried position. Occasional weekend and evening work and travel may be required. The Center operates under a hybrid/remote, flexible work status that is subject to change. The Center for Civic Education is an at-will employer. This means that either the Center or the employee may terminate employment at any time, with or without cause or prior notice. This status cannot be changed except in writing signed by the President.

The Center for Civic Education is proud to be an Equal Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth or related



medical conditions), sexual orientation, sexual expression, age, status as a protected veteran, status as an individual with a disability, or any other legally protected characteristics.

**Salary:**

The starting salary range for this position is \$70,000 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 additional 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.