

## Program Assistant: Civic Learning Field and Mellon Programs

### About Us

For the past 75 years, the [Institute for Citizens & Scholars](https://citizensandscholars.org) (C&S) has prepared leaders and engaged networks of people and organizations to meet urgent education challenges, helping 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're on a mission to ensure that young people gain a deep understanding of our history, culture, government, institutions, and current affairs from diverse sources and perspectives – to vote, think critically, and have concern for the welfare of people of all backgrounds in their communities and across the nation; to debate and learn from each other, and work across difference to form a more perfect union. We believe everyone across the left, right, and center has a role to play to save and strengthen democracy. We're leveraging our 75 years of unrivaled expertise, data, and network of funders and practitioners—including 27,000 world-leading fellows—to tackle this challenge on a massive scale.

## Position Overview

The Program Assistant: Civic Learning Field and Mellon Programs will be responsible for supporting the daily operations of the various Mellon Programs, as well as the Civic Learning Field programs, and manages multiple projects for the programs.

## Primary Responsibilities

- Manage the MMUF Advancement Program: develop overall project plans and timelines; prepare and update recruitment and application materials; coordinate selection meeting; engage with applicants and support Fellows, including response to queries, processing of stipend payments, and monitoring progress; track and monitor all program expenses via programs' budget tracking spreadsheet; draft program reports to funder.
- Support the Career Enhancement Fellowship (CEF) Program: ensure that applications are complete and ready for committee review; assist in the production of the Retreat Program and related materials; support the Mellon Program Associate in creating the CEF newsletter.
- Support the Mellon Mays Graduate Assistance Program (GAP): run Google Classrooms by posting content, responding to inquiries, recruiting for Track I & II classes, and organizing one-on-one check-ins; match participants with mentors/coaches; support Bootcamp logistics.
- Support the suite of Civic Learning Field Programs: develop overall project plan, timeline, and applicable deliverables; coordinate and engage with program participants and partners; selection meeting; track and monitor all program expenses via programs' budget tracking spreadsheet; draft program reports to funder.
- Assist with research/data management: maintain Mellon and Civic Learning Field program statistics; develop, initiate and analyze program surveys, and update Fellow tracking/status spreadsheets annually.
- Assist with program evaluation: log surveys and progress reports, and follow up as needed; create survey topline for all programs in the Mellon and Civic Learning Field suites.
- Support payment requests and budget tracking: prepare stipend payment requests for all programs and ensure that all program expenses are logged and tracked.
- Assist with team logistics: update Mellon Programs and Civic Learning Field calendars in Outlook; monitor inboxes and respond to inquiries; monitor and replenish team supplies; assist with booking and logistics for all events; schedule Mellon and Civic Learning Field team travel to all program events; oversee social media content and digital communications.
- Performs other duties as assigned in support of C&S initiatives

## Qualifications

- Bachelors' Degree or equivalent work related experience is required.
- One or more years of non-profit program/project support or university administration experience.
- Excellent skills in writing, interpersonal communication, and other kinds of communication.

- Demonstrated commitment to historically underrepresented groups.
- High attention to detail; excellent organizational skills.
- Experience in higher education environment is a plus.
- Demonstrated ability to work well with a wide range of people.
- Proficiency with various social media: Facebook, LinkedIn, Twitter, etc.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook).
- The ability and means to commute to C&S's Princeton office one week per month for Team Week and on other occasions as C&S business needs require.

### 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 value diversity, equity, inclusion, and belonging for all.** We believe that we are stronger for our differences, and we acknowledge, respect, and appreciate them. We actively work with and learn from everyone—across all demographics, backgrounds, ideologies, and geographies. We identify areas where we differ and, for the good of the organization and each other, we explore and engage with differing perspectives.
- **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.

### To Apply

Simply email your resume to [doherty@citizensandscholars.org](mailto:doherty@citizensandscholars.org) with “Program Assistant” as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

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.