



## WE'RE HIRING

### Program Manager

**Reports to:** National Director of Civic and Community Engagement

**Status:** Full-time, Exempt, Remote with in-person work required in Hartford, New Haven and Fairfield County, CT, and partner sites around the country as needed.

**Compensation:** \$75,000 - \$85,000 annually, plus benefits package.

**To Apply:** Submit your resume and cover letter to [jobs@everyday-democracy.org](mailto:jobs@everyday-democracy.org)

*Everyday Democracy seeks an experienced and collaborative Program Manager to support the implementation of our civic engagement and community transformation initiatives. The Program Manager will work closely with the National Director of Civic and Community Engagement to execute program strategies, manage projects and consultants, and ensure high-quality delivery. This role is crucial for aligning program operations with organizational goals and community needs.*

### About Us

Everyday Democracy is a capacity building organization that provides technical assistance to individuals and groups working to build multiracial democracies within their local communities. We are expanding a model of community engagement where everyone has not just a seat, but a voice, access, and power at the table. We believe democracy is both a principle and a practice. Join us as we work with communities to build civic infrastructure for equitable community-led solutions where everyone can thrive.

### What you'll do at Everyday Democracy

#### **Program Management and Implementation:**

- Manage the implementation of Civic Ambassadors and Community Engagement and Training initiatives.
- Coordinate program logistics, including scheduling, material preparation, and communication with participants and partners.
- Develop and maintain program materials, curricula, and resources, incorporating community input and an equity lens.
- Facilitate training sessions, dialogues, and workshops.
- Collect demographic, monitoring and evaluation data from workshop and training participants; compile data appropriately and prepare submission.

#### **Partnership and Relationship Management:**

- Support the National Director in identifying and cultivating strategic partnerships with individuals, institutions, and systems to enhance and expand Everyday Democracy's work.
- Maintain relationships with program partners, stakeholders, and community members.
- Represent Everyday Democracy at relevant meetings, events, and forums as assigned.

#### **Project Management and Administration:**

- Develop and maintain project plans, timelines, and tracking mechanisms for program activities.
- Create and track project budgets.
- Assist with program reports and updates for internal and external audiences.
- Assist with grant proposals and funding applications as needed.

- *Perform other job-related duties as assigned.*

### Core Competencies

- Demonstrated commitment to Everyday Democracy's mission and programming.
- Demonstrated commitment to learning and enhancing practices related to racial equity and justice internal and external to Everyday Democracy.
- Strong relationships building skills, including an ability to work and build trust across cultural differences related to race, class, ability, age, and other personal identities.
- Maintain compliance with all Everyday Democracy policies and standards of practice.
- Deep sense of curiosity, and demonstrated interest in learning, distilling lessons and turning them into action.
- Demonstrated ability to balance long-term strategic vision with daily operational issues, setting priorities, and managing projects.
- Demonstrated commitment to community-centered programs and elevating community voices.

### Qualifications

- Bachelor's degree in a relevant field (e.g., social sciences, public policy, community development).
- 4 years of experience in program management, preferably in civic engagement, community organizing, or related fields.
- Strong project management skills with the ability to manage multiple projects simultaneously.
- Proven ability to take initiative, work independently, and drive projects to completion.
- Excellent facilitation and training skills, with experience in dialogical approaches.
- Extensive experience in designing workshops and group training sessions.
- Commitment to racial equity and community-centered approaches.
- Exceptional communication and interpersonal skills.
- Ability to travel as needed for program delivery and community engagement.
- Comfortable working remotely and using online platforms as required.
- Bilingual preferred.

### Working Conditions

- Prolonged sitting, repetitive tasks including use of a computer.
- Visual activity sufficient to perform frequent work on a computer screen and review printed materials.
- Ability to hear and communicate orally with others.
- If not working daily at an Everyday Democracy office site, a functional remote workspace (limited computer equipment provided by Everyday Democracy) is required during norming business hours sufficient to perform.
- Mobility to travel to other locations and routine use of office equipment requiring reaching, grasping, pushing, and pulling.
- Travel and work in person as needed in accordance with the hybrid remote/in-person policy.
- Ability to work evenings and weekends as required.

Everyday Democracy is an EO Employer-MF/Veteran/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. Everyday Democracy will endeavor to make reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@everyday-democracy.org](mailto:jobs@everyday-democracy.org) or via phone at 860-967-3830. Disclaimer: The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Applicants are encouraged to confirm the information listed above with Everyday Democracy prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@everyday-democracy.org](mailto:jobs@everyday-democracy.org). Everyday Democracy participates in E-Verify.