

Job Title: CAP Administrator

Summary: The Civic Action Project seeks an organized, thoughtful, and driven individual to serve as CAP Administrator and help facilitate the nonprofit's three main educational programs. Working with program facilitators, and overseen by the Board of Directors, the CAP Administrator will serve as the main liaison between CAP facilitators and program participants, speakers, the Board, and the public.

Hours/week: 20-35

Hourly pay range: \$25-\$40 hourly, based on experience

Duties and Responsibilities:

- Manage speaker lineups and coordinate schedules for three separate educational programs (CAP Fellows, CAP Collaborative, and special year-long projects)
- Oversee logistics for booking and coordinating with venues
- Conduct regular communications to program participants and alumnae/i
- Review, organize, and collate program materials
- Run hybrid in-person / Zoom meetings and be able to troubleshoot technical issues
- Manage CAP digital presence, including social media and website
- Coordinate special events, such as program graduations and holiday parties
- Co-lead weekly operations meetings with CAP program leaders
- Attend planning meetings with CAP facilitators and Board members
- Produce reports about program participation and enrollment to the Board and program facilitators

This position can be done completely remotely. Preference will be given to Massachusetts residents.

Qualifications:

- Well-organized and independent worker
- Detail-oriented project manager and logistics master
- Clear and collaborative communications style
- Personal confidence, decision-making skills, and strategic thinking
- Ability to work with graduate students and business executives
- Proficiency in and reliable access to Zoom, Microsoft Office/Google products, and email
- Interest in policymaking and social change
- Knowledge of the Massachusetts political sphere preferred

Graduate students, consultants, freelancers, and those with untraditional backgrounds are encouraged to apply.

About CAP:

The Civic Action Project brings the next generation of leaders in civic engagement to the table with societal leaders of today. Founded in 2019, CAP is a 501(c)(3) charitable nonprofit committed to better policy-making and increasing the diversity of policy-makers. CAP has worked in collaboration with some of the region's leading universities, private businesses, and cultural institutions to foster the personal growth of individuals interested in advancing and accelerating social change. Now through three programs – CAP Fellows, CAP Collaborative, and CAP Symposium – participants gain knowledge, connection, and perspective on key issues facing Boston and the region. Learn more at <https://www.thecivicactionproject.com>.

Contact: thecivicactionproject@gmail.com