



## Job Description: Program Manager

**Organization:** [California Center for Civic Participation \(CalCenter\)](#)

**Position:** Program Manager

**Location:** Sacramento, CA (Required)

**Work Type:** Hybrid (A blend of remote work and in-person requirements in the Sacramento area; in-person events as needed)

**Type:** Full-time (40 hours per week)

**Salary:** \$68,640 – \$74,880 per year (Exempt); commensurate with experience.

**Benefits:** Eligible for full employee benefits package.

**Deadlines:** Priority: March 13, 2026 | Final: March 20, 2026

**About CalCenter:** Founded in 1972, [CalCenter](#) is a statewide nonprofit dedicated to activating and mobilizing the next generation to shape their own future. We empower youth—particularly those from underrepresented communities—by blending civic engagement with digital literacy and leadership training to influence public policy.

**Position Overview:** CalCenter is seeking a strategic **Program Manager** based in **Sacramento** to lead our youth civic engagement initiatives. This role involves high-level program design, rigorous progress tracking, and mentorship of Community Impact Coordinators, interns, and fellows to ensure operational excellence.

### Key Responsibilities:

#### Program Development & Strategic Oversight:

- **Design & Strategy:** Lead long-term planning and curriculum development for youth-centered workshops.
- **Progress Tracking:** Use project management tools to oversee end-to-end execution and ensure all milestones are met.
- **Impact Measurement:** Develop tools to evaluate program outcomes and refine strategy based on data.

#### Leadership & Team Support:

- **Staff Supervision:** Directly support Community Impact Coordinators to ensure they have the resources needed to succeed.
- **Mentorship:** Manage and mentor interns and fellows, fostering a professional growth environment.

#### Partnership & Representation:

- **Stakeholder Relations:** Maintain alliances with government agencies, schools, and nonprofits statewide.



THE CALIFORNIA CENTER FOR CIVIC PARTICIPATION

- **Public Advocacy:** Represent CalCenter at community forums and legislative hearings in Sacramento.
- **Travel:** Occasional statewide travel (approx. 10-15%) is required for conferences and program implementation.

#### Operations & Finance:

- **Financial Oversight:** Manage program budgets and contribute to financial forecasting.
- **Fundraising & Grants:** Support fundraising efforts and grant writing to ensure program sustainability.

#### Qualifications:

- **Location:** Must be a resident of the Sacramento area or relocated by the start date.
- **Experience:** 3+ years in program management or youth advocacy, with leadership or mentoring experience.
- **Technical Skills:** Proficiency in project management tools (Asana, Trello, etc.) and Google Workspace.
- **Education:** Bachelor's degree in a related field (Master's preferred).
- **Communication:** Exceptional facilitation and public speaking skills; bilingualism (Spanish or Hmong) is a plus.
- **Values:** Deep commitment to social justice and the empowerment of underrepresented youth.

#### Professional Development:

CalCenter is committed to staff growth. The Program Manager will have opportunities for professional development, including attending statewide conferences and leadership coaching.

**Equal Opportunity Employer:** [CalCenter](#) is an equal opportunity employer and encourages applications from individuals of all backgrounds, including those from communities historically underrepresented in civic leadership.

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**How to Apply:** Submit a resume and cover letter to [info@californiacenter.org](mailto:info@californiacenter.org). Include: **Program Manager Application in the subject line.** [In your cover letter, detail your experience in youth leadership and team management.](#) Please specifically address:

1. [Your experience using project management tools to track program implementation.](#)
2. [An example of how you have successfully mentored or managed staff or interns.](#)
3. [Your personal commitment to social justice as it relates to youth civic engagement.](#)

Interviews are expected to begin the week of March 23, 2026.