

Job Posting:

Capitol Pathways Program Manager



JOB TITLE: Capitol Pathways Program Manager

Status: Full Time, Salaried

Reports to: Executive Director

Supervises: Policy interns and project subcontractors

Location: Saint Paul, MN

Compensation and Benefits:

Starting salary range for this position is \$60,000 - \$72,000 per year, paid electronically every other week.

Benefits include healthcare, dental and vision coverage, flexible spending accounts, life insurance, short- and long-term disability, paid parental leave and time off, major holidays, shortened summer working hours, cell phone stipend and parking reimbursement.

Citizens League

The Citizens League is a nonpartisan, nonprofit organization that empowers people to engage in civic life and public policy to make Minnesota a better place to live and work for everyone. Leading with a multi-partisan approach, we build awareness of issues, develop leaders in public policy, and create strong and innovative policy solutions.

The Citizens League has a reputation as an unbiased, nonpartisan convener whose work generates ideas and solutions representative of a wide range of interests, experiences, and perspectives. For more than 70 years, the League has been dedicated to finding innovative solutions across parties and ideologies to solve some of the biggest public policy challenges facing Minnesota. We work largely in the Twin Cities metro area, on issues that have statewide reach.

Our strategy is rooted in the understanding that there is a historical context to all policies, systems and structures; and that those affected by an issue must have a central role in defining the problem and generating solutions. Please read more about our approach and our core principles [here](#).

Our organizational culture is inclusive, adaptable, and learning-oriented. We center values of diversity, inclusion, equity and free speech in our work bringing together different perspectives and ideologies, and we continually apply these insights to the work of public policymaking, as well as our own internal team practices.

Read more about our team, our work, and approach at <http://www.citizensleague.org>.

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Job Summary

The Capitol Pathways Program Manager's main responsibility is to oversee and administer the Minnesota Capitol Pathways Paid Internship Program (Capitol Pathways) for undergraduate college students who identify as Black, Indigenous or People of Color (BIPOC). Capitol Pathways is a ten-year old leadership program that provides college students the opportunity to work with a variety of agencies, firms, and organizations who work at and around the State Capitol during the legislative session. The goals of the program are to expose students to careers in policy, public service and government affairs; to increase their understanding of advocacy and the legislative process; and to expand their professional network.

The Program Manager coordinates and oversees the Capitol Pathways program operations to ensure that participating students and host organizations have a meaningful experience throughout the application process, during the internship period, and to the end of the program including post-program alumni engagement activities.

The Program Manager also oversees all program-related activities including events, grant-writing and coalition building with other youth leadership development and policy programs. The individual in this position will collaborate with the Citizens League team on other programs and activities as needed throughout the year.

Duties and Essential Job Functions

Program Management (60%)

- Lead and implement student and host recruitment, coordinate and provide administrative support for the application process and internship site placement.
- Develop and maintain program curriculum and use student and host feedback to revise curriculum on an ongoing basis.
- Plan and facilitate student trainings on career readiness, policymaking and understanding the legislative process.
- Design, administer and analyze data to set program goals, measure outcomes, improve program experience and share program impact.
- Manage program budget and engage in strategic planning for financial sustainability.
- Serve as main point of contact for students and hosts to provide support, coaching and address needs.
- Maintain alumni network and develop alumni engagement activities.
- Plan and coordinate annual Capitol Pathways Celebration event, typically held in early June.
- Oversee onboarding and supervise policy interns in collaboration with Citizens League's Policy Director.

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Development (20%)

- Work alongside Development Director to identify program funders and to maintain strong relationships with current funders.
- Work collaboratively on grant writing, tracking, reporting and fundraising efforts to support programming.
- Lead and manage processes to track program data and report impacts to funders.

Communications and Outreach (10%)

- Build and maintain relationships with external stakeholders including college student candidates, post-secondary institutions, legislative offices, firms and organizations, funders to accomplish program goals.
- Develop and build relationships with other organizations/efforts doing similar programming and youth leadership development work.
- Develop all program-related written communications (including press releases, blogs, and newsletter).
- Represent the Citizens League's mission and policy making approach.

Other Support as-needed (10%)

- Support other Citizens League projects and perform other duties as needed.

Qualifications

- Associate or Bachelor's degree, or equivalent experience.
- Demonstrated experience working with diverse populations.
- Commitment to being objective and nonpartisan, and upholding Citizens League principles while interacting with individuals from all backgrounds, ideologies, and sectors.
- Experience working in a fast-paced environment.
- Strong communication, writing, listening, research and critical thinking skills.
- Ability to manage multiple projects, coordinate with many stakeholders, and meet deadlines with attention to detail.
- Ability to take initiative and work independently.
- Proficiency with a wide range of software, including Microsoft Office, and comfort with online communications.
- Commitment to values of diversity, inclusion, and equity; ability to apply these principles to the Citizens League's work; and commitment to continued personal growth in these areas.

Preferred Qualifications

- Experience with leadership and/or youth/young-adult programs; especially programs serving BIPOC youth or communities.
- Experience with project management and facilitation, including in-person and virtual.
- Knowledge of policy issues and the legislative process.
- Experience with fundraising and grant writing.

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Location and Logistics

We are based in the Twin Cities, with office space in downtown Saint Paul. All staff are currently living in or near Minneapolis and Saint Paul and nearby suburbs. We are currently working in a hybrid model with a mix of in-person and virtual work and all staff are expected to be in-person in the office on Wednesdays. The Capitol Pathways Program Manager will also be expected to work in-person at various events and attend meetings as necessary.

All employees must be able to work from a place with reliable cell phone access and internet. Citizens League provides a laptop computer. Generally our work day occurs between 8:00 a.m. – 5:00 p.m. on Mondays-Fridays, with some evening and weekend work due to our partnerships and community engagement efforts.

We prioritize flexibility for scheduling around most meetings, and are understanding of parents, guardians, and caregivers on our team who may require flexibility for related commitments.

To Apply: Please send a resume and one-page cover letter to info@citizensleague.org. Please use “Capitol Pathways Program Manager position” in the subject line.

Deadline: Interested candidates should submit their application no later than Sunday, July 27, 2025. Candidate review will begin on Monday, July 28, 2025.

The Citizens League is proud to be an equal opportunity employer. We actively seek to create a diverse work environment, driven by our belief that the best outcomes happen when different perspectives and experiences are represented and respected. In full compliance with the Minnesota Human Rights Act, one of the nation's strongest civil rights laws, we have zero tolerance for discrimination in all forms, including on the basis of race, gender identity, religion, national origin, sexual orientation, age, veteran status, marital or familial status, or disability status.