Position: Program Associate

Organization Description
Green Card Voices is a Minneapolis-based, nationally growing non profit that connects immigrants and their communities through multimedia storytelling. We record the first person narratives of immigrants, and publish them in books, videos online and in traveling exhibits. Our programming is designed to empower educational institutions, community groups, and individuals alike to acquire first person perspectives about immigrants' lives, to foster empathy and build appreciation for the immigrant experience in America. So far we have recorded the stories of immigrants who are originally from over 120 countries and who now reside in Minnesota, New York, New Jersey, California, North Dakota, Georgia, Wisconsin, Hawaii, and Chicago.

Learn more and watch our videos at www.greencardvoices.org

Position Overview
Green Card Voices is seeking a **Part-time Program Associate** who will work closely with the Program Manager and the Co-Executive Directors to support the organization's fast-growing programming needs. The position will assist with Story Stitch facilitation, community partnerships, and educator support, while also providing behind-the-scenes coordination for book production, exhibits, and events. In addition to program support, the Program Associate will assist with communications tasks, including drafting social media posts, gathering testimonials, and documenting events. Our ideal candidate will be comfortable engaging with diverse communities, adaptable in balancing multiple priorities, and eager to grow their skills in nonprofit program delivery.

Green Card Voices is an equal opportunity employer, and will consider any applicant regardless of their race/ethnicity/sexual orientation or gender expression. However, we wish to hire employees to our team who have a connection to our work. Our ideal candidate will have a passion for storytelling, a background in immigration related work and/or advocacy for underserved communities.

Position Type: Part-time, 20 hours per week, This is a hybrid position based in the Twin Cities metro area. The Program Associate will work both remotely and from our Minneapolis office (Green Card Voices, 2611 1st Ave S, Minneapolis, MN 55408).

- Expected in-office presence: 1–2 days per week for team meetings, event prep, and coordination.
- Evening and weekend hours may occasionally be required for community events, Story Stitch circles, book launches, or exhibits (advance notice provided).
- Travel: Must be able to travel independently throughout the Twin Cities and to Greater Minnesota (including St. Cloud, Rochester, Moorhead, Duluth, and similar locations) for programming, events, and partner meetings.
- Applicants must have a valid driver's license, reliable personal vehicle, and proof of insurance.
- Mileage reimbursement is provided at the current IRS rate (2025 rate: $0.70 per mile).

Salary: $24/hour (~$25,000/year at 20 hrs/week) PTO, $300 monthly health stipend, $50 monthly wellness stipend, and complimentary parking included.

Main responsibilities include:

Programming- 75%

- ***Story Stitch and Programming Support- 30%***
    - Facilitate/Co-facilitate Story Stitch Circles
    - Coordinate facilitator trainings and materials.
    - Plan and support Story Stitch events (setup, supplies, onsite coordination).
- ***Educator and Curriculum Support- 15%***
    - Schedule educator focus groups; prepare materials; track feedback.
    - Support professional development/trainings; organize educator resources for easy access and distribution.
    - Help track and organize educator resources for easy access and distribution.
- ***Evaluation & Administration- 10%***
    - Collect attendance, feedback, and testimonials; maintain clean data for grants.
    - Assist with scheduling, recordkeeping, and internal communications.
    -
- ***Exhibit 20%***
    - Support setup/logistics/staffing; liaise with venues, partners, and vendors.
    - Document openings and community engagement (photos, quotes, counts).

Book Publication and Promotion Support- 10%

- Assist with story collection logistics and communications with storytellers.
- Support book launches/author events; conduct bookstore visits; track inventory; assist sales outreach.

Community Engagement and Events- 15%

- Represent GCV at community events, panels, and conferences (tabling/outreach).
- Conduct site visits; assist meeting logistics, notes, and follow-ups.

Qualifications:

- Bachelor's degree or equivalent experience in a relevant field (education, communications, social sciences, nonprofit studies, etc.).
- Experience in nonprofit, education, community engagement, or related fields (internships and volunteer experience welcome).
- Strong written and verbal communication skills, **comfortable facilitating groups**.
- Proficient in Google Workspace (Docs, Sheets, Slides); familiarity with Dropbox, Canva; CRM a plus.
- Highly organized, detail-oriented; able to juggle multiple priorities.
- Language proficiency in Spanish, Hmong, Ukrainian, Somali, Oromo, or other commonly spoken languages in our communities is a plus.
- Experience with social media, newsletters, or basic communications support preferred.
- Valid driver's license/reliable transportation for local travel (if required).

Our Ideal Candidate will be…

adaptable, detail-oriented, and passionate about using storytelling to build connections across differences. They balance comfort in front of a room with the ability to manage logistics behind the scenes. They are eager to support both the creative and administrative aspects of nonprofit programming and thrive in a collaborative, mission-driven team.

How to Apply

- Complete application via: https://forms.gle/XbwK9regYxvCuwbt9 by October 29th
- Include your resume and a brief cover letter (why GCV + 1 example of relevant facilitation/logistics experience).
- Applicants must be authorized to work in the U.S.