

JOB DESCRIPTION: Programs Associate

About Green Card Voices

Founded in 2013, Green Card Voices (GCV) uplifts immigrant and refugee voices through first-person storytelling. Through bilingual books, youth anthologies, video narratives, traveling exhibits, Story Stitch programs, and educator partnerships, GCV advances belonging, equity, and connection nationwide

Position Overview

Green Card Voices is seeking a **Part-time Programs 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, and supporting administrative office tasks. 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.

Salary: \$25,000/year at 20 hrs/week, PTO, \$300 monthly health stipend and \$50 monthly wellness stipend

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
- Evening and weekend hours may occasionally be required for community events, Story Stitch circles, book launches, etc (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.

Main responsibilities include:

- **Story Stitch Programming**
 - Facilitate/Co-facilitate Story Stitch Circles
 - Coordinate facilitator trainings and materials.
 - Plan and support Story Stitch events (setup, supplies, onsite coordination).
 - Help track and organize educator resources for easy access and distribution.
- **Book Publication and Promotion Support**
 - 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**
 - Represent GCV at community events, panels, and conferences (tabling/outreach).
 - Conduct site visits; assist meeting logistics, notes, and follow-ups.
 - Assist with in-person administrative tasks including mailing books to educators and other customers, conducting inventory review
- **Evaluation & Administration**
 - Collect attendance, feedback, and testimonials; maintain clean data for grants.
 - Assist with scheduling, recordkeeping, and internal communications.
- **Educator and Curriculum Support**
 - Schedule educator focus groups; prepare materials; track feedback.
 - Support professional development/trainings; organize educator resources for easy access and distribution.

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.
- Applicants must have a valid driver's license, reliable personal vehicle, and proof of insurance.
- Applicants must be authorized to work in the U.S.

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/aBn13MogHVceTUnZ7> by August 14th
- Include your resume and a brief cover letter (why GCV + 1 example of relevant programming facilitation/coordination/logistics experience).

Anticipated Start Date: September 1, 2026