Civically Re-Engaged Women (CREW), is a national 501(c)(3) non-profit organization providing education and training with a political focus. Towards its vision of political parity, CREW focuses on constituents who make up underrepresented and underserved populations to ignite civic engagement. CREW connects women who have a desire to engage in civic affairs and supports women in their efforts to win elected or appointed office. CREW is partnering with the Office of Academic Initiatives and Strategic Innovation (AISI) at The Graduate Center, CUNY to offer a year-long, two-session Master Class aimed at teaching participants how to effectively build a campaign in order to run for public office.

The first session of the course, 12 weeks in duration, will primarily be spent in a traditional class setting, with face-to-face instruction and a variety of instructors that are political leaders and experienced community relations professionals who will teach foundational elements of governance and guide participants through the process of planning their individualized campaign, assembling a team, and designing a launch plan. The second session is also 12 weeks in duration, however is focused on individualized coaching to put the plan into action through a mock campaign with ample feedback. The two sessions are bridged by an externship. Upon course completion, participants will have the skills needed to run for office, manage a political campaign, or become a senior government advisor.

CREW seeks a curriculum consultant to tailor this new, in-person career training program for adult learners who are prospective political candidates. The role requires an in-person kick-off meeting at The Graduate Center; weekly check-in phone calls for the duration of engagement; an in-person mid-review of a draft curriculum (see details below); an in-person presentation of the final product; one round of revisions; and a hand-off of the revised curriculum in full.

Deliverables:

- 36-hour curriculum including:
  - Weekly Topics, Learning Objectives, Learning Outcomes, Reading Lists, and Assignments for each session (one 3-hour session each week for 12 weeks); Slide presentations as needed;
  - Course bibliography;
  - Assembled and print-ready course pack.
- Identify outcome-based metrics to measure student achievement.
- Identify routes for non-credit to credit, through academic and/or industry recognition.
- Develop minimum benchmark standards for student achievement and school level outcomes to measure successful implementation of the program.

Timeline: The curriculum must be finalized by March 15, 2020 for a September 2020 course start.

Desired Skills/Interests:

- Expertise in New York City and/or State laws, public policy, practical politics, and government structure (i.e., The City Charter) is a must. Demonstrated knowledge of New York City history.
- Interest and understanding of ethics, social media, and strategic planning.
- Experience in teaching and curriculum development.
- Familiarity with adult learners and non-traditional/non-degree education.

To apply: Send resume/CV and cover letter to Sharon Nelson, CREW: sharon@crewomen.org