Youth Engagement Manager

Location: New York, NY (Hybrid)
Employment Type: Full-time
Salary: $100,000–$125,000, plus benefits
Anticipated Start Date: Winter 2026

The Institute for Global Affairs (IGA), a nonprofit geopolitics education organization, seeks a full-time **Youth Engagement Manager** based in its New York, NY offices.

This individual will lead the **Summer Geopolitics Academy**, a program for high school students from communities historically underrepresented in U.S. foreign policy and other geopolitical fields. The manager will oversee the academy's transition from a successful pilot program to an annual, in-person program in New York City, and formalize and expand the mentorship and alumni engagement aspects of the academy

Beyond the academy, the manager will help develop IGA's broader strategy for inspiring and informing high school and college-age audiences. This includes year-round programming, educational content, social media, alumni engagement, and collaboration with IGA programs such as Independent America and other initiatives focused on foreign policy, democracy, cities, and emerging global challenges.

The manager will report to IGA's chief executive officer, and may supervise associates, interns, consultants, and other staff supporting youth programming.

Responsibilities

Summer Geopolitics Academy (SGA)

- Lead the annual planning and execution of SGA, from student recruitment and admissions through the in-person academy and post-program mentorship.
- Develop and manage the program calendar, workplan, budget, application process, participant records, and key milestones.
- Design an engaging curriculum in collaboration with IGA staff and external experts, incorporating seminars, simulations, debates, career conversations, and institutional visits.
- Recruit and prepare instructors from diplomacy, government, business, journalism, academia, technology, and related fields.
- Manage student travel, lodging, meals, transportation, venues, vendors, and on-site operations.
- Ensure appropriate policies and procedures are in place for student supervision, emergencies, accessibility, and participant conduct.
- Communicate clearly and consistently with students and families throughout recruitment, onboarding, travel, and programming.

- Use student feedback and program outcomes to strengthen the academy each year and support its responsible expansion.

Recruitment, Mentorship, and Alumni Engagement

- Manage the recruitment and admissions process for a national cohort of approximately 25 to 40 students, including outreach, application review, interviews, selection, enrollment, and onboarding.
- Build relationships with high schools, educators, counselors, community and teacher organizations, scholarship programs, and youth-serving institutions.
- Develop recruitment strategies that reach talented students with limited access to international affairs education and professional networks.
- Recruit and support volunteer mentors from foreign policy, diplomacy, international business, academia, journalism, and related fields.
- Provide students with structures and resources to help them take ownership of productive mentor relationships.
- Develop year-round opportunities for students and alumni, including virtual discussions, college and career guidance, scholarship and internship resources, and networking opportunities.
- Track student and alumni outcomes, including college enrollment, scholarships, fields of study, internships, and early career interests.

Youth Programming and Cross-IGA Collaboration

- Help develop a broader youth engagement strategy that extends IGA's educational work beyond the summer academy.
- Collaborate with colleagues across IGA, including Independent America and other research and programming teams, to translate the institute's work into relevant opportunities for younger audiences.
- Develop virtual and in-person briefings, workshops, simulations, career panels, and conversations around major global developments.
- Identify opportunities for students and alumni to participate in or contribute to IGA events, research, and public programming.
- Develop partnerships with universities, policy institutions, nonprofits, corporations, and other organizations that can support recruitment, programming, facilities, mentorship, and alumni pathways.
- Represent IGA at schools, universities, conferences, partner meetings, donor events, and other external forums.

Communications and Public Engagement

- Develop and manage youth-focused social media content that makes geopolitics and international affairs accessible, relevant, and engaging to high school and college-age audiences.
- Work with IGA's communications team to maintain a consistent content calendar and promote youth programs, application opportunities, student achievements, events, and educational resources.
- Create or oversee student-facing materials such as issue explainers, reading lists, discussion guides, short-form digital content, and program updates.
- Write at least two public-facing op-eds or essays annually on youth engagement, geopolitical literacy, global education, or pathways into international affairs.
- Identify opportunities to elevate student and alumni perspectives through IGA's website, social channels, events, and other communications.

- Support the maintenance and improvement of SGA's website and other public-facing program materials.

Partnerships, Fundraising, and Evaluation

- Support the CEO and development team in cultivating funding for SGA and IGA's broader youth engagement work.
- Contribute to grant proposals, donor reports, briefing materials, cases for support, and other fundraising communications.
- Participate in donor and partner meetings and help communicate the program's goals, outcomes, and student impact.
- Develop and maintain relationships with foundations, companies, universities, and other potential program partners.
- Establish quantitative and qualitative measures of program reach, quality, and impact.
- Collect and analyze application data, student surveys, mentor feedback, and alumni outcomes.
- Prepare program updates and impact narratives for IGA leadership, the board, donors, partners, and external audiences.
- Manage program resources responsibly and coordinate associates, interns, consultants, vendors, and volunteers as needed.

Qualifications

The ideal candidate is an experienced and highly organized program manager who combines an infectious enthusiasm for international affairs with a commitment to expanding educational and professional opportunities for young people.

- Bachelor's degree required; an advanced degree in international relations, education, public policy, nonprofit management, communications, or a related field is welcome but not required.
- Approximately five to eight years of relevant professional experience in program management, education, youth engagement, international affairs, nonprofit work, communications, or a related field.
- Experience designing and managing educational, fellowship, leadership, or youth-focused programs.
- Experience working directly with high school or college-age students and their families strongly preferred.
- Demonstrated ability to manage complex projects involving multiple deadlines, partners, vendors, and stakeholders.
- Strong writing and editing skills, including the ability to explain complex global issues clearly and engagingly to younger audiences.
- Experience managing social media or developing digital content for a defined audience.
- Knowledge of international affairs, geopolitics, U.S. foreign policy, or global education.
- Strong relationship-management skills and comfort working with students, families, educators, senior professionals, donors, and institutional partners.
- Experience contributing to fundraising proposals, donor communications, or institutional partnerships preferred.

- Sound judgment when working with minors and handling sensitive, confidential, or time-sensitive situations.
- Ability to work both independently and collaboratively within a small, fast-moving organization.
- Willingness to work in person throughout the academy and travel occasionally for recruitment, partnerships, programming, and external engagements.

Compensation & Benefits

Salary for this position is $100,000-125,000 per year, commensurate with experience.

IGA offers a standard nonprofit benefits package, including health insurance, paid time off, and, upon qualification, a 401(k) retirement plan contribution.

How to Apply

Applications will be reviewed on a rolling basis, with a deadline of November 19, 2026, 11:59pm EST. Interested candidates should submit a cover letter and resume to info@instituteforglobalaffairs.org.

For more information about IGA's work, visit www.instituteforglobalaffairs.org.