

Program Director

Citizen Advocacy is seeking a Program Director.

Citizen Advocacy of Chester County is a grassroots, independent nonprofit in Phoenixville, PA. For more than 45 years, we have worked to build meaningful, lasting voluntary relationships between people with disabilities and ordinary citizens in their communities.

Our Mission

Our mission is to initiate and support intentional relationships that provide advocacy for opportunity, protection from harm, sponsorship into community life, friendship, and justice for isolated people living with a disability.

Citizen Advocacy is built upon a belief in the power and competence of the ordinary citizen and the ability of people to make a long-term commitment to stand by, stand for, and stand with another person, through good times as well as challenging ones.

At the heart of our work is a simple but powerful belief: people become important to one another. Citizen Advocacy relationships are voluntary, independent, and long-term. They are not professional services or programs. They are real relationships between people.

About the Position

The Program Director is responsible for making new Citizen Advocacy matches and supporting those matches as they grow into meaningful relationships.

This is hands-on, community-based work for a natural people person who enjoys meeting people, building relationships, connecting communities, and making things happen. The Program Director is an "asker," someone willing to invite people to do meaningful and often challenging things.

Responsibilities include:

- Recruiting people with developmental disabilities and inviting community members to become their Citizen Advocates.
- Getting to know potential advocates and partners, discerning character, interests, gifts, and talents, and making thoughtful matches.
- Supporting ongoing relationships through follow-along, training, and connections to resource people.
- Building community networks to support recruitment, relationships, and fundraising.
- Serving as a public face and ambassador for Citizen Advocacy, including public speaking and community presentations.
- Helping with fundraising and community events, sponsors, donors, volunteers, and communications.

Much of the work happens in the community - in homes, nursing homes, programs, restaurants, coffee shops, community gatherings, and other settings.

What We're Looking For

We are looking for someone who:

- Believes in the value of every person.
- Has strong listening skills, genuine curiosity, and openness to learning.

- Is comfortable meeting a wide variety of people and can discern and celebrate people's gifts.
- Has excellent written and oral communication skills.
- Has confidence with public speaking and representing Citizen Advocacy in the community.
- Knows Phoenixville and the surrounding communities and wants to become deeply connected to the area.
- Is organized, dependable, and able to work independently as well as part of a small team.
- Can learn the philosophy of Citizen Advocacy and apply it to day-to-day practice.
- Is optimistic and persistent through setbacks.
- Is proficient in Microsoft Word and basic computer technology.
- Has dependable transportation.
- Is willing to travel for training and other work-related activities.
- Has a flexible schedule, including some evenings and weekends.

College degree preferred.

Previous nonprofit, advocacy, or social-services experience is not required. We are most interested in your ability to build relationships, communicate, connect people, learn, organize, and embrace the philosophy of Citizen Advocacy.

Why Citizen Advocacy?

This is an opportunity to do meaningful work, build community, develop lasting relationships, and help create connections that can change people's lives and transform the community.

If you never meet a stranger, are a natural connector of people, are not afraid to make the ask, and want your work to have a direct and lasting impact in your community, we would love to hear from you.

How to Apply

Please send a cover letter/email addressing your interest in this position, along with your resume, to info@citizenadvocacycc.org by Monday, October 5, 2026 .

Please include Program Director in the subject line.

This position is based out of Phoenixville, PA, and the Program Director must be available to work in and around the Greater Phoenixville area.