Civic Eagle is a fast-growing, venture-backed startup building technology for the future of civic engagement and political transparency. We’re backed by Google, ffVC, M25, Higher Ground Labs, Backstage Capital, Shea Moisture, and several impactful investors.

We provide the unique opportunity to work at the intersection of social good and venture scale, in a remote-first environment.

We’re seeking an Associate Product Manager to join our Product team who will be responsible for helping manage the product development lifecycle, including research, managing tasks, measuring progress and testing for quality. This person will report to and directly support a Senior Product Manager and work closely with the CTO and other cross-functional teams.

What does our product do?
• Surface all proposed legislation across state and federal governments
• Enable users to track, tag, and annotate bills to keep their information organized
• Provide bill recommendations for users based on policy area focus
• Facilitate collaboration within teams as well as between organizations

What you’d be doing:
• Work within our product and engineering teams to manage product tasks through our product development lifecycle for our B2B SaaS platform
• Conducting user research interviews
• Translate product requirements and reported bugs into tickets in Jira
• Manage, track progress, and communicate status of Jira tasks and Epics
• Participate in Agile rituals including standup, sprint planning, and retrospective meetings
• Track development metrics and contribute to making development processes more efficient
• Assist in release planning and UI testing

The right person for this role:
• Upholds our company values: We put people first. We believe in transparency. We are audacious thinkers and doers.
• Has experience and willingness to work in a remote-first, distributed team
• Has at least 1-3 years of experience working in an Agile environment with Product and/or software development teams
• Highly empathetic to the customer perspective
• Strong written and verbal communication
• Is self-starting and detail oriented, able to independently follow up on action items and commit to deadlines in a fast-moving startup environment
• Has infinite curiosity about solving problems, is proactive about finding solutions, and has a willingness to roll up her/his sleeves to get things done
• Bonus: has an interest in civic engagement and public policy
• Bonus: has experience building a B2B SaaS product

Is this role right for you? Apply! More about working with us: www.civiceagle.com/about