



CLASSROOM LAW PROJECT is looking for a
REGIONAL PROGRAM MANAGER – WILLAMETTE VALLEY

The best way to preserve democracy is to teach democracy.

Classroom Law Project is a nonprofit organization of individuals, educators, lawyers, and community leaders that works with Oregon's schools and teachers to prepare our youth to become active, engaged, and informed participants in democratic society. We provide evidence-based programs that bring both teachers and students together with civic leaders, attorneys, judges, law enforcement, and policymakers in order to provide K-12 students with hands-on experiences that demonstrate how the legal system and government work. During the 2018-19 school year, we provided engaging professional development opportunities to over 1,100 teachers and a wide variety of challenging, fun and experience-based programs to more than 95,000 students. We are a dedicated, passionate, collaborative, and caring team of civic-minded individuals, working with an amazing network of nearly 700 volunteers across the state to extend our reach and impact to a growing number of teachers and students.

We are currently expanding our organization to more effectively increase the reach and penetration of our programs across Oregon, and will be establishing our first site outside of the Portland Metro area in Lane County as we go into the 2019-20 school year. We are seeking a full-time, on-site Regional Program Manager to join our team and make that vision a reality. If you are looking to make a difference and this sounds like a climate in which you would flourish, read on.

POSITION DESCRIPTION

The Regional Program Manager (RPM) will be responsible for establishing and leading the Classroom Law Project (CLP) regional site serving the Willamette Valley, covering Lane, Linn, Benton, Lincoln, Polk, and Marion counties. The RPM will deliver CLP programming in the region, which for students includes *Courthouse Experience Tours* and the annual *Law Day Conference*, as well as coordination and expansion of the local high school *Mock Trial* and *We the People Constitution team* competitions. For teachers, the RPM will provide professional development workshops and classroom support across all CLP programs, as well as serving as a guest instructor on civics education methods for new teachers studying at local universities, and establishing a local chapter of the *We the Readers Constitutional Book Club*. The RPM will also serve as an ambassador for CLP and its programs, developing and nurturing relationships across the K-12 school community, as well as with other key stakeholder groups including the legal, judicial, and policymaker communities, university law school and education programs, donors, businesses, and other civic organizations.

RESPONSIBILITIES

- Develop strong relationships with all key stakeholder groups in the Willamette Valley region:
 - Recruit and support schools, teachers, and student teams to take advantage of CLP programs and participate in competitions.
 - Identify, recruit, train, and support community volunteers to serve as court tour guides, program coaches, and judges for competition and classroom events.
 - Engage local civic organizations and businesses to seek volunteer and potential financial support.
 - Represent CLP at public events through speakerships, tabling, and other participation.
 - Create a local *Educator Advisory Council* to guide program development and ensure that CLP's initiatives are aligned with local needs.
- Work with CLP partners at the Lane County Circuit Court and U.S. District Court to define and implement *Courthouse Experience Tours*, providing field trip experience opportunities for students in grades 5-12.

- Plan and deliver multiple teacher professional development workshops throughout the school year, utilizing CLP programs and strategies, tailored to the needs of local schools, teachers, and students.
- Provide ongoing support for teachers such as helping in classrooms with students, developing lesson materials, identifying useful resources, and recruiting community volunteers.
- Serve as a guest instructor on experiential civics teaching methods in Masters of Arts in Teaching (MAT) programs for new teachers at local universities.
- Support existing high school *Mock Trial* teams and encourage formation of additional *Mock Trial* and *We the People Constitution* teams.
- Work with partners at University of Oregon Law School to put on annual *Law Day Conference* for students with workshops on legal, social, and political issues concerning youth, taught by scholars, activists, and other experts.
- Develop and monitor detailed project plans and budgets for programs, workshops, and events.
- Support CLP's Sr. Program Managers in curriculum development and new program design, as appropriate.
- Support CLP's Director of Development & Communications in developing and implementing strategies for local visibility, fundraising, and donor development.

QUALIFICATIONS

- Minimum of 5 years middle or high school Social Studies classroom teaching experience, including emphasis on civics, government, and/or U.S. history.
- Skilled in utilizing interactive teaching strategies and activities; knowledgeable of best practices in experiential, project-based learning.
- Prior experience with Classroom Law Project programs a plus.
- Knowledge of and existing relationships within K-12 education systems of Lane, Linn, Benton, Lincoln, Polk, and/or Marion counties, at the school, district, and ESD levels.
- Familiarity and involvement with local civic and community organizations highly desirable.
- Experience in the legal, judicial, or policymaking sectors a plus.
- Outstanding oral and communications skills in a variety of settings with various audiences, including presentations, lectures, and group facilitation, as well as development of written curricula and lesson plans.
- Demonstrated ability to effectively plan and implement projects and events, including strong attention to detail, timelines, budgets, and follow through.
- Entrepreneurial mindset with ability to envision possibilities and seek out creative paths to achieve program objectives and organizational mission.
- Team-oriented with strong inter-personal skills and demonstrated ability to work collaboratively with various groups such as CLP's small professional staff, our large network of volunteers, and teachers from diverse school environments.
- Demonstrated ability to work cross-culturally with empathy, sensitivity and respect.
- Proficient with Microsoft Office and Google Suite applications.
- Successful experiences working independently and remotely a plus.

TERMS OF EMPLOYMENT & COMPENSATION:

- The Regional Program Manager will be a full time (40 hours per week) exempt employee of CLP.
- The position is based in Lane County and will report to the Senior Program Manager (based in Portland).
- The salary range for this position is \$45,000 to \$55,000, depending on qualifications.
- The position offers a competitive benefits package, including medical and dental insurance, long-term disability and life insurance, and a 403(b) retirement plan.
- Laptop computer and all necessary software licenses and office supplies will be provided.
- Employee will work from home, must have own cell phone and car, and must provide proof of valid Oregon driver's license and auto insurance. All job-related expenses will be reimbursed.

TO APPLY

Please submit:

- A cover letter that reflects how your interests and experience align with Classroom Law Project's mission and qualify you for the Regional Program Manager position;
- A resume that clearly details experience relevant to this position; and
- Three references.

Send via email as a PDF to employment@classroomlaw.org with "Regional Program Manager" in the subject line. All inquiries will be handled confidentially. The position is open until filled.

Classroom Law Project adheres to a non-discrimination policy with respect to employment, educational programs, and activities. Classroom Law Project does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.