



CLASSROOM LAW PROJECT is looking for a **PROGRAM MANAGER**

The best way to preserve democracy is to teach democracy.

[Classroom Law Project](#) (CLP) is a nonprofit organization of individuals, educators, lawyers, and community leaders who work with Oregon's schools and teachers to prepare our youth to become active, engaged, and informed participants in their communities, to find their own voices, and to learn how to work with others to impact the world in ways that are important to them. We provide evidence-based programs that bring both teachers and students together with civic leaders, attorneys, judges, law enforcement, and policymakers in order to involve K-12 students in hands-on experiences that demonstrate how the legal system and government work. During the 2019-20 school year, we provided engaging professional development opportunities to 1,155 teachers and a wide variety of challenging, fun, and experience-based programs to more than 140,000 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 equip students with the knowledge, essential skills, and motivation to participate effectively in our democracy.

We are looking for an additional Program Manager to join our team. Now more than ever, current events dramatically underscore the need to ensure that all of our kids have a chance to learn about our government and institutions, their own role in making sure those keep functioning well – and perhaps most importantly, how to advocate for issues and engage in civil discourse with respect for opposing points of view. If you are looking to make a difference and this sounds like a climate in which you would flourish, read on.

POSITION DESCRIPTION

The Program Manager (PM) will lead the collaborative CLP team effort to develop and deliver two of our main student programs, *We the People: The Citizen & the Constitution* and *Project Citizen: Civics in Action*, including statewide student competitions and showcases, as well as related professional development workshops and collaboration with teachers to support their implementation of these active-learning strategies in their classrooms. In addition, the PM will be responsible for overseeing the development and implementation of our major annual events for teachers, the *Oregon Civics Conference* and the *Summer Institute*, as well as providing additional workshops during the year and guest instruction in civics education methods for new teachers studying at local universities. They will provide active support across all CLP programs including teacher, student, and volunteer recruitment, relationship development within the legal and education communities, and representation of CLP and its civics education mission in a variety of public venues.

This is a full time, year-round position in Portland, Oregon starting in January 2021 (with option for a transition period to begin part-time with a minimum of 20 hours/week during the first half of 2021, moving to full-time status by July). The PM will report to the Executive Director and work closely with all members of the CLP team.

RESPONSIBILITIES

- Oversee successful implementation of the annual *We the People* high school competition and *Project Citizen* showcase events, including program planning, delivery and logistical coordination, communications, and direct support for teachers, coaches, and volunteers, as well as with the national coordinating bodies.
- Coordinate efforts of the CLP team to deliver the annual *Oregon Civics Conference for Teachers*, including recruitment of Civic Scholars from legislative districts statewide, selection of the Civic Educator of the Year, theme development, content creation and speaker engagement, scheduling and onsite event management.
- Develop and coordinate implementation of the annual *Summer Institute*, including agenda creation, activity design, content development, speaker identification and recruitment, facilities and logistics planning.

- Oversee the *Ridgley Scholarship* program, including active recruitment of high school senior candidates throughout the year, coordination of the CLP Board selection committee, and award delivery.
- Provide support for other CLP programs as needed, including *Current Events*, *Book Club*, *Mock Trial*, *Courthouse Experience Tours*, and the annual *Law Day Conference* for students.
- Create and conduct teacher professional development on CLP programs and other civic education topics.
- Provide ongoing support to Oregon social studies and civics teachers such as helping in classrooms working with students, collaborating on lesson material, and recruiting community volunteers.
- Recruit and support new schools, teachers, and teams to utilize CLP programs and participate in competitions.
- Identify, recruit, train, and support volunteers from the legal and policymaker communities to serve as program coaches and judges.
- Represent CLP at public events through speakerships, tabling, and other participation as appropriate.
- Monitor current civics-related events to determine relevance to CLP's mission, identifying opportunities to incorporate into teacher professional development and curricula.
- Ensure evaluation of all programs including regular feedback loops for continual learning and improvement.
- Develop and monitor detailed project plans and budgets for programs, workshops and events.

QUALIFICATIONS

- Minimum Requirements
 - 3 years middle or high school Social Studies classroom teaching experience (or the equivalent), 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.
 - Solid foundation in the history of the U.S. Constitution, Bill of Rights and key cases.
 - Outstanding oral and written communication skills across a range of settings and audiences, including presentations, group facilitations, and 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.
 - Team-oriented with strong inter-personal skills and demonstrated ability to work collaboratively.
 - Proficient with Microsoft Office and Google Suite applications
- Preferred Qualifications
 - 5 or more years classroom teaching experience (or the equivalent).
 - Prior experience with Classroom Law Project programs.
 - Experience in the legal, judicial, or policymaking sectors.
 - Skilled in developing and utilizing distance learning tools, technologies, and strategies.

TERMS OF EMPLOYMENT & COMPENSATION:

- The Program Manager will be a full-time (40 hours per week) exempt employee of CLP and will report to the Executive Director.
- If desired, the successful candidate may opt for a transition period to begin on a part-time basis with a minimum of 20 hours/week during the first half of 2021, moving to full-time status no later than July 2021. *(Note that during any part-time period, the position will be paid on an hourly basis and benefits will not be included.)*
- CLP salary ranges are aligned with the market; specific compensation will be negotiated based on experience.
- The full-time position offers a competitive benefits package, including medical and dental insurance, long-term disability and life insurance, and a 403(b) retirement plan.

TO APPLY

- Please submit a resume that clearly details your job history, along with a cover letter that reflects how your interests and experience align with CLP's mission and qualify you for the Program Manager position.
- Send via email to employment@classroomlaw.org with Program Manager in the subject line.
- Candidates should be prepared to provide examples of relevant curriculum and/or lesson plans developed.
- All inquiries will be handled confidentially.
- Employment offers will be contingent on verification of employment eligibility, satisfactory background check results, proof of valid driver's license, and automobile insurance.
- 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.