



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

***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 to provide K-12 students with hands-on experiences that demonstrate how our legal system and government work. During the 2019-20 school year, we provided engaging professional development opportunities to 1,155 teachers and a wide range 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 extend our reach and impact to equip students with the knowledge, essential skills, and motivation to participate effectively in our democracy.

We are currently expanding our organization to more effectively increase the reach of our programs across Oregon, and are seeking to strengthen our presence in the Southern Willamette Valley region. We are seeking a half-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 leading the Classroom Law Project (CLP) regional site serving the Southern 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, and will facilitate 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 community, university law school and education programs, donors, and other civic organizations.

This is a part-time (average 20 hours/week), year-round position with the potential to expand to full-time as program and funding opportunities allow. Working hours are flexible with specific schedule to be negotiated. The RPM will report to the Executive Director and work closely with all members of the CLP team. Training and ongoing mentoring will be provided by our experienced Program Managers.

## RESPONSIBILITIES

- Develop strong relationships with key stakeholder groups in the Southern Willamette Valley region:
  - Recruit and support schools, teachers, and student teams to take advantage of CLP programs and participate in competitions.
  - Identify, train, and support community volunteers to serve as court tour guides, program coaches, and judges for competition and classroom events.
  - Represent CLP at public events through speakerships, tabling, and other participation.
  - Facilitate a local *Educator Advisory Council* to guide program development and ensure that CLP's initiatives are aligned with local needs.

- Work with partners at the Lane County Circuit Court and U.S. District Court to offer *Courthouse Experience Tours*, providing field trip opportunities for students in grades 5-12.
- Plan and deliver 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.
- 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.
- Develop and monitor project plans and budgets for local programs, workshops, and events.
- Support Senior Program Managers with curriculum development and new program design, as appropriate.
- Support activities related to local visibility, fundraising, and donor development, as appropriate.

## **POSITION PROFILE**

- 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.
  - Outstanding oral and written communication skills across a range of settings and audiences, including presentations, group facilitation, 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.
  - Knowledgeable about and existing relationships with local K-12 schools, districts, and ESDs.
  - Experience in the legal, judicial, or policymaking sectors.

## **TERMS OF EMPLOYMENT & COMPENSATION**

- The position is based in Lane County and will report to the Executive Director (based in Portland).
- Compensation will be paid on an hourly basis, with rate to be negotiated based on experience and an expected average of 20 hours per week. Working hours are flexible with specific schedule to be negotiated. The position has the potential to expand to a full-time role as program and funding opportunities allow.
- Laptop computer (if needed) 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 resume and cover letter that reflect how your interests and experience align with Classroom Law Project's mission and qualify you for the Regional Program Manager position. Send via email to [employment@classroomlaw.org](mailto: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. We do not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and maintain a firm commitment to promoting the letter and spirit of all equal opportunity and civil rights laws.*