



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 our *Mock Trial* program, 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 serve as the instructor for the *Street Law* seminar at Lewis & Clark Law School, which places law students in high school classrooms to teach lessons in practical law. The PM will also oversee our annual *Law Day Student Conference* and *We the Readers Book Club* for teachers, and contribute to development and implementation of our major annual events for teachers, the *Oregon Civics Conference* and the *Summer Institute*, as well as our online Educator Resource Community. 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. 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 *Mock Trial* high school competition, including program design, case development, delivery and logistical coordination, communications, and direct support for teachers, coaches, and volunteers, as well as the National High School Mock Trial organization.
- Provide instruction, school matching assignments, individual coaching, classroom observations, evaluation of written work and grading for law students taking the *Street Law* seminar at Lewis & Clark Law School.
- Coordinate efforts of the CLP team to deliver the annual *Law Day Conferences* for students, including theme development, content creation and speaker engagement, scheduling and onsite event management for the Portland event, and support of Regional Program Managers (RPMs) for local events.

- Oversee the *We the Readers Book Club* for teachers, including participant recruitment, book selection, facilities and logistics planning, and support of RPMs for local book club chapters.
- Provide content development and support for other CLP programs as needed, including the *Oregon Civics Conference*, *Summer Institute*, *Current Events*, *Courthouse Experience Tours*, and the *We the Teachers* online Educator Resource Community.
- Create and conduct teacher professional development on CLP programs and other civic and law-related 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 developments with current legal cases and decisions 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.
 - J.D. degree and Bachelor's degree in related social science or education field; or Master's degree in related field.
 - 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.
 - In-depth understanding of the role of courts, juries, judges, and attorneys.
 - 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.
 - Proficient in or willing to develop capabilities with technology including Microsoft (Word, Excel), Adobe (Premier Pro, Photoshop, Spark), Google (Gmail, Classrooms, Sites, Jamboard, Forms), and Zoom.
 - Flexibility to adapt with equanimity to frequent changes that arise when dealing with a wide range of stakeholders.
 - Able to balance big picture conceptual vision with focus on details to ensure effective implementation.
 - Team-oriented with strong inter-personal skills and demonstrated ability to work collaboratively.
- 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.
 - Experience with video editing software and online analytics.

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.
- 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.