

*Classroom Law Project is a non-profit 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 democratic society. We provide evidence-based programs that bring teachers and students together with civic leaders, attorneys, judges, law enforcement, and policymakers to provide K-12 students with student-centered, authentic experiences that demonstrate how our legal system and government work. We are a dedicated, collaborative and caring team of civic-minded individuals who work with an amazing network of almost 600 volunteers across the state to extend our reach and impact to a growing number of teachers and students. One of our goals is to extend the reach of our programs to more teachers and students throughout the state. Key to that initiative is our Educator Resource Community, which hosts Classroom Law Project digital resources and collaborative opportunities for civics educators throughout Oregon. We are seeking a full-time Digital Community Manager to join our team to serve our expanding online community.*

*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.*

The **Digital Community Manager (DCM)** is responsible for maintaining, enhancing, and promoting the Educator Resource Community (ERC). Working with our Programs and Communications teams, the DCM is also responsible for developing a statewide cohort of educator colleagues to share best practices, ask questions, and collaborate on new and innovative approaches. The position will leverage Classroom Law Project (CLP) digital assets and our online presence to increase awareness, engagement, and participation in our programs across all our audiences, and to analyze and report the use and impact of online resources with our many partners and communities.

## **RESPONSIBILITIES**

- ***Maintain the ERC site, ensuring consistent, reliable access and utility.*** Ensure all relevant CLP content and curriculum is available and up-to-date through the ERC. Research best practices and technology advancements to ensure that the ERC grows and changes to meet audience needs and take advantage of evolving tools.
- ***Support teachers in leveraging the ERC*** to develop and share their own original content, resources, and curricula. Oversee the production and delivery of synchronous and asynchronous online events such as workshops, discussion groups, and other multimedia programming.
- ***Create, facilitate, and promote virtual teacher cohorts*** to bring together civics educators from across Oregon on an ongoing basis to share best practices, challenges, and new curriculum ideas. Manage, implement, and maintain a digital communications strategy and calendar to support the achievement of our programming, communications, and resource development goals.
- ***Establish and monitor metrics for online awareness, engagement, and active participation,*** as well as conversion to offline actions such as workshop attendance and addition of new schools, teachers, and teams to CLP programs, as well as donor and volunteer recruitment. Leverage analytics to drive actionable insights and improvements in target audience reach, engagement, and user experience, and in CLP's offerings.
- ***Select, procure, and manage appropriate applications and equipment*** to fulfill the objectives of the ERC platform, as well as of CLP's broader web presence, ensuring appropriate digital security. Manage and maintain as current all licenses, subscriptions, and upgrades.

## POSITION PROFILE

### Required Qualifications

- Minimum of three years digital development and communications experience, including demonstrated expertise in website and online community management.
- Proficient with Google office environments as well as with Adobe Creative Cloud tools, Zoom, or equivalent.
- Two years' experience with use of online analytics tools to drive actionable insights and concrete improvements in target audience reach, engagement, and user experience.
- Familiarity with database management or client relationship management (CRM) systems, e.g. Virtuous, Salesforce, Blackbaud, etc.
- Team-oriented, committed to clarity and transparency, and able to work collaboratively with various groups such as CLP's small professional staff, our large network of volunteers, and teachers from diverse school environments.
- Ability to work cross-culturally with empathy, sensitivity, and respect.
- Excellent oral, written, and visual communication skills.
- Superior organization, project management, and implementation skills.
- Demonstrated flexibility, problem-solving skills, and ability to balance vision with practical execution.

### Desired Qualifications

- Nonprofit or education sector experience.
- Teaching experience, preferably in K-12 classroom or teacher professional development environments.
- Instructional design expertise and pedagogical foundations, including development of student and adult learning design documents that include implementation of experiential learning strategies, equity lens, and formative and summative evaluative models.
- Second language proficiency (Spanish ideal).

### TERMS OF EMPLOYMENT & COMPENSATION:

- The Digital Community Manager will be a full time (40 hours per week) exempt employee of Classroom Law Project and will report to the Director of Programs.
- The salary range for this position is \$55,00 to \$60,000, depending on qualifications.
- This position offers a competitive benefits package, including medical, dental, and vision insurance; long-term disability and life insurance; an employee assistance program; 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 Digital Community Manager position.
- [Send via email](#) with **Digital Community Manager** in the subject line.
- Candidates should be prepared to provide examples of and links to relevant work samples / portfolios.
- All inquiries will be handled confidentially.
- Position is open until filled.