



NOW HIRING: Program Manager

*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. We are seeking a **full-time Program Manager** to join our team to serve our expanding community.*

The **Program Manager (PM)** is responsible for creating and executing an online community engagement strategy that effectively strengthens Classroom Law Project's (CLP's) relationships with and value to teachers across Oregon through our digital platforms, including our social media presence and our updated Educator Resource Community (ERC). The PM will foster a community of educator colleagues across the state to share best practices, ask questions and collaborate on new and innovative approaches to their teaching and learning. This team member will also be responsible for maintaining and enhancing CLP's online resources to drive engagement and participation across our programs, and report the use and impact for each platform channel.

RESPONSIBILITIES

- **Create, foster, and promote a virtual teacher community and selected cohorts** to bring together civics-minded educators from across Oregon. Develop, implement, and manage a digital communications strategy and calendar to support the achievement of our programming, communications, and resource development goals.
- **Maintain the ERC site, ensuring consistent, reliable access and utility.** Research best practices and technology advancements to ensure that the ERC grows and changes to meet evolving tools and needs. Ensure all relevant CLP content and curriculum is available through the ERC.
- **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.
- **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.
- **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. Virtuoso, 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 CLP's learning strategies, equity lens, and formative and summative evaluative models.
- Second language proficiency (Spanish ideal).

TERMS OF EMPLOYMENT & COMPENSATION:

- The Program 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 **Program 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.

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.