



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

***The best way to preserve democracy is to teach democracy.***

*Democracy is not a given. Young people need to develop the skills, knowledge and attitudes that will prepare them for a life of informed, intentional participation in their communities. While historically one of the foundations of our public education, shifting priorities have put opportunities for education in social studies, including civics and the workings of democracy, at risk.*

*Classroom Law Project is Oregon's leader in preparing youth to become active, engaged and informed participants in democratic society. We bring vital and engaging civics and law-related education programs into Oregon's schools, teaching students at all grade levels the values and skills essential to being a participating citizen in our democracy. During the 2017-18 school year, we provided engaging professional development opportunities to over 1,300 teachers and a wide variety of challenging, fun and experience-based programs to more than 102,000 students.*

*We are a dedicated, passionate, talented and caring team of civic-minded individuals, working with committed educators, lawyers and civic leaders across the state and the nation – leveraging the CLP team's efforts through an amazing network of volunteers to extend our reach and impact to a growing number of teachers and students.*

*CLP is looking for an additional Senior Program Manager to join our team. If you are looking to make a difference and this sounds like a climate in which you would flourish, read on.*

### **POSITION DESCRIPTION**

Classroom Law Project's Senior Program Managers are involved in all facets of CLP's operation. They are excellent communicators, advocates for civic education, and move easily between Oregon's education and legal communities. They are comfortable working in a small, non-profit environment where responsibilities overlap.

The new SPM will lead the collaborative CLP team effort to develop and deliver our Street Law and Mock Trial programs, as well as related teacher professional development workshops and student events including the annual summer Law Camp and Law Day civics conference, and 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 SPM will report to the Executive Director and work closely with the other members of CLP's Programs team. The position is open until filled.

### **QUALIFICATIONS, SKILLS, TRAITS**

- **Education** – JD required; bachelor's degree in related social science or education field preferred.
- **Teaching experience** – preferably in middle or high school social studies.
- **Mission focused** – passion and dedication to CLP's mission, vision and values.
- **Team oriented** – works collaboratively with various groups such as CLP's small professional staff, our large network of volunteers, and teachers from diverse school environments.

- **Entrepreneurial** – envisions possibilities and is able to develop, incubate, evaluate, and evolve mission-oriented programs, as well as to seek out creative and innovative paths to achieve program objectives.
- **Culturally aware and responsive** – works cross-culturally with empathy, sensitivity and respect.
- **Superior communication** – both orally and in writing in a variety of settings with various stakeholders including presentations and lectures, curricula and lesson plans, marketing and recruitment pieces.
- **Financial management** – experience creating and managing budgets for program activities.
- **Project management** – demonstrated ability to effectively plan and coordinate the activities of team members in successful implementation of initiatives, including strong attention to detail and follow through.
- **Content knowledge** – strong foundation in the history of the U.S. Constitution, Bill of Rights and key cases; understands of the role of courts, juries, judges and attorneys. Familiar with interactive teaching strategies and activities such as mock trials and hearings, as well as best practices in experiential, project-based learning.

The **EXCEPTIONAL APPLICANT** is a member of the Oregon State Bar and has middle or high school teaching experience in the social sciences. They are committed to CLP's mission, passionate about civic education and enjoy advocating for it. They understand Oregon's education and legal landscapes and have experience with one or more of CLP's programs such as Street Law, Mock Trial, or We the People. They have 3-5 years management or senior-level experience.

## **RESPONSIBILITIES**

- Oversee successful team implementation of the Street Law, Mock Trial, Law Camp and Law Day programs, including program design, content and case development, delivery and logistical coordination, communications, and direct support for teachers and volunteers.
- Provide school assignments, individual coaching, classroom observations, evaluation of written work and grading for law students taking the Street Law course at Lewis & Clark Law School.
- Develop and conduct teacher professional development on these and other CLP programs, as well as on specific law-related topics as they arise.
- Provide follow-up support to Oregon social studies and civics teachers such as helping in classrooms working with students, developing lesson materials, finding resources 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.
- Serve as an ambassador for CLP and its programs, developing and nurturing relationships across all stakeholder groups including university law school and education programs, donors, businesses and other civics organizations, in addition to the legal, policymaker and school communities.
- 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, as well as updating content for student programs and competitions.
- 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.
- Work with the Executive Director, staff and Board to develop strategic plans and annual budgeting.
- Provide support for resource development initiatives, including grant proposals and reports, as well as participation in fundraising events.
- Provide support for communications activities, including social media.

## **COMPENSATION AND BENEFITS**

- Salary range is \$60,000-70,000
- Medical and dental insurance
- Long term disability and life insurance
- 403(b) retirement plan

## **TO APPLY**

Please submit:

- A cover letter that reflects how your interests and experience align with Classroom Law Project's mission and qualify you for the Senior Program Manager position;
- A resume that clearly details experience relevant to this position; and
- Three references.

Send via email as a PDF to [employment@classroomlaw.org](mailto:employment@classroomlaw.org) with Senior Program Manager in the subject line. All inquiries will be handled confidentially.

For more on Classroom Law Project, see [www.classroomlaw.org](http://www.classroomlaw.org).

*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.*