



CIVICS LEARNING PROJECT is looking for a REGIONAL PROGRAM MANAGER – SOUTHERN OREGON

The best way to preserve democracy is to teach democracy.

Civics Learning Project 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 democratic society. We provide evidence-based programs that bring both teachers and students together with civic leaders, attorneys, judges, and policymakers to provide K-12 students with hands-on experiences that demonstrate how our legal system and government work. During the 2022-23 school year, we provided engaging professional development opportunities to over 1,300 teachers and a wide range of challenging, fun, and experience-based programs to nearly 148,000 students. We are a dedicated, passionate, collaborative, and caring team of civic-minded individuals, working with an amazing network of more than 700 volunteers across the state to extend our reach and impact to a growing number of teachers and students.

We have begun expanding the Civics Learning Project organization to more effectively increase the reach of our programs across the state, and are seeking an on-site Regional Program Manager for Southern Oregon to join our team and help 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 Civics Learning Project (CLP) regional site serving Southern Oregon, covering Jackson, Josephine, Coos, Curry, Douglas, and Klamath counties. The RPM will 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 and community college programs, and other civic organizations. The RPM will provide professional development workshops and classroom support to teachers across all CLP programs. Through their outreach, the RPM will recruit and supervise a local Educator Advisory Council. The RPM will coordinate student-facing CLP programming in the region, which includes *Courthouse Experience Tours* and the annual *Law Day Conference*, as well as support and expansion of the local high school *Mock Trial* and *We the People Constitution* team competitions.

This is a full-time, year-round position. Working hours are flexible with specific schedule to be negotiated. The RPM will report to the Director of Programs, and work closely with all members of the CLP team. Training and ongoing mentoring will be provided by our experienced Regional and Senior Program Managers.

RESPONSIBILITIES

- Develop an outreach strategy to create strong relationships with key stakeholder groups in the Southern Oregon region: (this includes ESDs, school districts, and teachers, as well as legal and other community members who may serve as volunteers and collaboration partners).
 - o Recruit and support schools, teachers, and student teams to take advantage of CLP programs and participate in competitions.
 - o Identify, train, and support community volunteers to serve as court tour guides, program coaches, and judges for competition and classroom events.
 - o Travel throughout the region to represent CLP at public events through speakerships, tabling, and program delivery.
- Deliver teacher professional development workshops, utilizing CLP programs and strategies, tailored to the needs of local schools, teachers, and students.

- 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 Jackson County Circuit Court to offer *Courthouse Experience Tours*, providing field trip opportunities for students in grades 5-12.
- Participate in weekly Program Team meetings with Portland-based staff and other RPMs from around the state, as well as initiate tours at other courts in the region.
- Provide ongoing support for teachers such as helping in classrooms with students, identifying useful resources, and recruiting community volunteers.
- Work with local partners to develop an annual *Law Day Conference* for students with workshops on legal, social, and political issues concerning youth.
- Support existing high school *Mock Trial* teams and encourage formation of additional *Mock Trial* and *We the People Constitution* teams.
- Develop and monitor project plans and budgets for local programs, workshops, and events.
- Work in close collaboration with CLP's other Regional Program Managers to iterate and maximize impact, and develop strategies for scaling CLP's continuing state-wide expansion.

POSITION PROFILE

- Minimum Requirements:
 - 3-5 years K-12 classroom teaching experience.
 - 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.
 - Familiarity with Southern Oregon K-12 schools, districts, and ESDs.
 - Demonstrated ability to effectively plan and implement projects and events, including strong attention to detail, timelines, budgets, and follow through.
 - Team-oriented with strong interpersonal skills and demonstrated ability to work collaboratively.
 - Proficient with Microsoft Office and Google Suite applications.
 - Candidates must reside in Southern Oregon (Jackson, Josephine, Coos, Curry, Douglas, or Klamath county) and have the ability to drive to partner locations throughout the region.
- Preferred Qualifications:
 - 5 or more years of classroom teaching experience (or the equivalent) emphasis on civics and government.
 - Prior experience with Civics Learning Project programs or similar student-centered experiential civic engagement curricula.
 - Established network and existing relationships within local K-12 schools, districts, and ESDs.
 - Familiarity with outreach, marketing, and/or sales strategies
 - Experience in the legal, judicial, or policymaking sectors.

TERMS OF EMPLOYMENT & COMPENSATION

- This is an exempt, salaried position and will report to the Director of Programs.
- The annual salary will be \$60,000-65,000 negotiated based on experience and includes a benefits package with medical and dental insurance, long term disability and life insurance, and a 403(b) retirement plan.
- 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 Civics Learning Project's mission and qualify you for the Regional Program Manager position. Please also include three references. Send via email to employment@civicslearning.org with "Regional Program Manager" in the subject line. All inquiries will be handled confidentially. The position is open until filled.

Civics Learning 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.