



**CIVICS LEARNING PROJECT is looking for a  
PROGRAM AND EVENTS COORDINATOR**

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

*Civics Learning Project is a nonprofit organization committed to civics education – to equipping Oregon students with the knowledge, essential skills, and motivation to participate in our democracy. We provide evidence-based programs that bring both teachers and students together with civic leaders, attorneys, judges, law enforcement, and policymakers to provide K-12 students with hands-on experiences that demonstrate how our legal system and government work. We are a dedicated, passionate, collaborative, and caring team of civic-minded individuals, working 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.*

We are looking for someone to join our dynamic, flexible team, ensuring the smooth operation of our programs. The **Program and Events Coordinator** will support event logistics, registration tracking, participant and volunteer data management, and onsite event activities. Working closely with communications and programs staff, the coordinator will assist in ensuring the consistent and timely operation of our programs for teachers and students. This position offers a unique growth opportunity to develop insights, skills, and networks with some of the top leaders in the legal and education sectors in Oregon.

## **RESPONSIBILITIES**

### **Event planning and logistics**

- Coordinate event venue and vendor locations, contracts, and payments.
- Coordinate activities with regional courthouses for Courthouse Experience Tours including site logistics and docket distribution.
- Serve as primary point of contact for event venues, coordinating with program staff.
- Arrange food, lodging, parking, and other support activities for events.
- Organize supporting documentation, invoices, tax documents, etc.

### **Participant management and communications for programs and events**

- Coordinate recording and tracking of program and event registrations.
- Communicate with registrants and participants as needed, providing clarification, follow-up, and updates.
- Process registration and stipend payments.
- Serve as primary point of contact for Courthouse Experience Tour participants.

### **Participant and volunteer data management**

- Ensure data is kept current in appropriate database(s) and other tracking tools.
- Assist with impact data management and reporting.
- Assist with data cleanup projects as needed.
- Communicate with program volunteers as needed.
- Track Courthouse Experience Tour participation.

### **Onsite event support**

- Serve as primary point of contact at events, providing registration support and coordination, volunteer management
- Facilitate smooth onsite operations with local contacts.
- Ensure print and online materials are available for programs.

## **POSITION PROFILE**

### ***Required Qualifications***

- Demonstration of excellent verbal communication and relationship skills, including successful experience with forming professional rapport with different audiences such as community members, staff, Board members, volunteers, funders, vendors, and other stakeholders.
- Clear organization, project management, and implementation skills.
- Experience in anticipating needs and problems and developing creative solutions.
- Proficiency in Microsoft Office suite and Google suite environments or equivalent.
- Excellent oral, written, and visual communication skills.
- Excellent interpersonal skills with the ability to problem solve effectively and willingness to ask questions and seek assistance as needed.
- Ability to handle sensitive documents with confidentiality.
- Ability to work cross-culturally with empathy, sensitivity, and respect.

**Desired Qualifications**

- Experience working in a customer/client-service related field.
- Experience with event management, donor management, and/or project management systems.
- Work in non-profit or education sectors.

**TERMS OF EMPLOYMENT & COMPENSATION:**

- The Program and Events Coordinator will be a full time (40 hours per week) exempt employee of Civics Learning Project and will report to the Director of Development & Communications.
- Work is generally between 8am and 5pm Monday through Friday in our downtown Portland office. Some telework is negotiable. Some evening and weekend hours will be necessary to support programs.
- The salary range for this position is \$40,000 to \$45,000, depending on qualifications.
- This position offers a competitive benefits package, including medical and dental insurance, long-term disability and life insurance, and a 403(b) retirement plan.
- This position offers a unique growth opportunity to develop insights, skills, and networks with some of the top leaders in the legal and education sectors in Oregon.
- Employment will be contingent upon receipt of employment eligibility verification and satisfactory background check results, as well as proof of valid driver's license, automobile insurance, and COVID vaccination.

**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 & Event Coordinator position.
- Send [via email](#) with Program & Event Coordinator in the subject line.
- All inquiries will be handled confidentially.
- Position is open until filled.

*Civics Learning Project adheres to a non-discrimination policy with respect to employment, educational programs, and activities. Civics Learning 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.*