



CIVICS LEARNING PROJECT is looking for a Senior Manager of Community Engagement

“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, experiential programs that bring both teachers and students together with civic leaders, attorneys, judges, and policymakers to equip 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 more than 700 volunteers across the state to extend our reach and impact to a growing number of teachers and students.

The **Senior Manager of Community Engagement** will shape and lead CLP's engagement with its broad community of stakeholders, through communications projects, event management, grant and contract management, and other organizational priorities.

Responsibilities:

Event planning and logistics

- Working with the guidance of appropriate staff, lead and manage stakeholder programs and events
- Manage production of print materials and packets for program participants and regional coordinators
- Attend events to manage and troubleshoot on site activities, including registration, logistics, event setup and tear down.

Communications

- Manage and implement communication plan and projects
- Create and manage communications calendar
- Create, craft, and manage communications content, for targeted outreach and campaigns
- Update website and LinkedIn account in executing communications plan and projects.

Grant and funding contract management

- Oversee grant process, timelines, and documentation, including management of grant writing contractor
- Assist with grant and contract applications
- Lead and manage reporting process to foundations

Stakeholder management and engagement

- Communicate with broad range of stakeholders, including donors, grantors/funders, alumni, and volunteers
- Lead and project manage impact data collection and reporting
- Lead special projects as organizational priorities arise

POSITION PROFILE

Required Qualifications

- Demonstration of excellent 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
- Experience creating and executing communication projects and campaigns across diverse media platforms
- Motivated to lead and contribute to healthy team culture in a collaborative, team-focused environment
- Experience in assessing and anticipating needs and challenges and developing creative solutions



Required Skills

- Proficiency in Microsoft Office suite and Google suite environments or equivalent
- Proficiency in updating and maintaining a Wordpress website
- Basic graphic design (Canva, Adobe)
- 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
- Experience working in non-profit or education sectors
- Second language proficiency (Spanish ideal)

Even if you do not meet all of the required qualifications and skills, or do not have experience in all of anticipated responsibilities, we still encourage you to apply. You may have experience and strengths outside of the stated requirements that can make you a great candidate!

TERMS OF EMPLOYMENT & COMPENSATION:

- The Community and Engagement Manager will be a full time (40 hours per week) exempt employee of Civics Learning Project.
- 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 lead and support events.
- The salary range for this position is \$68,000-\$72,000, 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.
- 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 Community Engagement Senior Manager position.
- Send [via email](#) with Senior Manager of Community Engagement 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.