



PART-TIME COMPETITION COORDINATOR

JOB DESCRIPTION

PART TIME (20-25 hours per week, some evenings and weekends required)

REPORTS TO: Director of Programs

DURATION: September, 2025 to March, 2026 with the possibility of extension

LOCATION: Portland, Oregon (possibility of some remote work)

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.

We are seeking a highly organized, detail-oriented, and proactive individual to join our team as a Part-Time Competition Coordinator. This temporary position plays a vital role in supporting the planning and execution of competitions for our We the People and Mock Trial competitions. The ideal candidate will possess excellent communication skills, strong data management capabilities, and the ability to multitask across multiple competition timelines and logistics.

RESPONSIBILITIES

Communications Support

- Draft, edit, and distribute communications to teams and judges (e.g., registration confirmations, logistics emails, reminders, follow-ups)
- Respond to email inquiries and follow-ups from both team coaches and volunteer judges
- Coordinate and schedule outreach for volunteer judge recruitment
- Update designated websites and microsites with relevant competition content and logistics
- Design and publish registration forms, competition-related spreadsheets, and organizational templates
- Create event collateral such as website graphics, volunteer recruitment materials, and banners for registrations

Data & Process Management

- Assist with recording and tracking of program, event, and volunteer data
- Develop, maintain, and distribute volunteer judge registration directories for all regional Mock Trial competitions
- Upload and organize We the People State Competition data, including mock hearing videos
- Assist with data cleanup projects as needed (Customer Relationship Management system [Virtuous])

Event & Administrative Support

- Assist with production of print materials and packets for program participants and regional coordinators
- Prepare mailing packages for Mock Trial state-wide regional competitions
- Attend competitions to assist with registration and logistics onsite
- Assist with event setup and takedown
- Post-event duties include ballot scanning, data entry, and material organization
- Special projects as assigned

POSITION PROFILE

Required Qualifications

- Demonstration of excellent verbal communication and relationship skills, including successful experience with forming professional rapport with different audiences such as volunteers, coaches, educators, students, and other community members
- Clear organization, project management, and implementation skills
- Experience in anticipating needs and problems and developing creative solutions
- Proficiency in Google suite environments (e.g., Google Sheets)
- Experience with basic graphic design tools (e.g., Canva)
- Experience with project management software such as Asana
- 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 academic competitions, (e.g., Mock Trial, We the People, Speech & Debate)
- Work in non-profit or education sectors
- Experience with event management, and/or project management systems
- Second language proficiency (Spanish ideal)

TERMS OF EMPLOYMENT & COMPENSATION:

- The Program and Events Coordinator will be a part time (20-25 hours per week) non-exempt employee of Civics Learning Project and will report to the Director of Programs.
- Work is generally between 8am and 5pm Monday through Friday in our downtown Portland office. Some remote work may be negotiable. Some evening and weekend hours will be necessary to support programs.
- Pay is \$23 per hour.
- 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.

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.