



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

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

FULL TIME, EXEMPT (Some evenings and weekends required)

REPORTS TO: Director of K-12 Partnerships and Engagement

LOCATION: Remote (Must reside in Lane, Douglas, Josephine, or Jackson County)

*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.*

### Position Overview

The **Regional Program Manager (RPM)** serves as Civics Learning Project's (CLP) lead representative in Southwestern Oregon, building strong regional partnerships and delivering impactful civic education programming. Serving Lane, Jackson, Josephine, Coos, Curry, Douglas, and Klamath counties, and supporting the Northwestern Oregon Regional Program Manager in Linn, Benton, and Lincoln counties, the Southwestern RPM develops relationships across K–12 schools, the legal community, higher education institutions, and civic organizations to advance CLP's mission.

The Southwestern RPM supports educators through professional development and classroom engagement, coordinates student-focused programming such as **Courthouse Experience Tours** and **Law Day Conference for Students**, and fosters regional participation in student competitions and showcases including **Mock Trial**, **We the People**, and **Community Action Projects**.

### Key Responsibilities

#### Outreach & Engagement

- In collaboration with the Director of K-12 Partnerships and Engagement, develop and implement a regional outreach strategy to engage school districts, ESDs, educators, legal professionals, and other civic partners.
- Represent CLP at public events and within regional civic organizations, including delivering presentations, facilitating workshops, and supporting community visibility.
- Attend and support meetings of CLP's **Educator Advisory Council** to ensure programming reflects local priorities and needs.
- Draft and distribute engaging regional e-newsletters to share program updates, upcoming opportunities, and local highlights with educators, volunteers, and partners; ensure alignment with CLP's communications strategy and voice.
- Contribute to the publication of CLP's *Current Events newsletter*, a monthly email resource that supports educators in making civic and constitutional connections to timely local, national, and global issues.

#### Program Delivery

- Facilitate professional development workshops for educators, grounded in CLP's programs and tailored to regional school contexts.
- Coordinate and grow student-centered programming in the region, including:

- **Courthouse Experience Tours** in partnership with Jackson County Circuit Court and other regional courts.
- The annual **Law Day** event, bringing students together to explore legal, civic, and political issues alongside community leaders.
- **Mock Trial** competition by assisting the Regional Competition Coordinator with judge recruitment and venue logistics, while also supporting existing teams and encouraging the formation of new ones.

### **Volunteer & Partner Coordination**

- Recruit and support volunteers to serve as competition judges, program coaches, and classroom speakers.
- Cultivate partnerships with community organizations, schools, civic leaders, and legal professionals to expand student opportunities.

### **Collaboration & Administration**

- Participate in weekly staff and program team meetings.
- Provide direct support to teachers, including in-classroom assistance, volunteer matching, and curricular consultations.
- Develop and manage budgets and timelines for regional events, programs, and workshops.
- Collect and track program evaluations and participant feedback; enter relevant data into CLP's CRM to support continuous improvement and organizational learning.
- Collaborate with colleagues across the organization to refine and scale programming statewide.

### **Travel Requirements**

- Regular travel throughout the Southwest Oregon region is required, including occasional overnight trips.
- Occasional travel to Portland and Salem for statewide meetings and events is also expected.

### **Minimum Qualifications**

- 3–5 years of K–12 classroom teaching experience.
- Strong knowledge of interactive, experiential, and project-based learning strategies.
- Excellent communication skills across diverse audiences, including facilitation and curriculum writing.
- Demonstrated ability to manage projects with attention to timelines, budgets, and details.
- Familiarity with Oregon's K–12 education system, including school districts and ESDs.
- Strong interpersonal skills and ability to work collaboratively within a team and across sectors.
- Proficiency with Microsoft Office and Google Workspace.
- Residence in Lane, Douglas, Josephine, or Jackson County, with reliable transportation.

### **Preferred Qualifications**

- 5+ years teaching experience, especially in civics, government, or social studies.
- Experience with CLP programs or similar student-centered civic education initiatives.
- Established network within regional education or civic communities.
- Background in outreach, communications, or partnership development.
- Experience in legal, judicial, or policy-making settings.
- Proficiency with Customer Relationship Management systems (Virtuous) as well as Vomo, Canva, Asana, and Slack.

### **TERMS OF EMPLOYMENT & COMPENSATION**

- This is an exempt, salaried position and will report to the Director of K-12 Partnerships and Engagement.
- Work is generally between 8am and 5pm Monday through Friday. Some evening and weekend hours will be necessary to support programs.
- The annual salary will be \$67,000-\$72,000 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.
- This position is remote, but requires the employee to live in Lane, Douglas, Josephine, or Jackson County. The employee must have their own cell phone and car. All job-related expenses will be reimbursed.

- 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 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 [office@civicslearning.org](mailto:office@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.*