

**Ohio Center for Law Related Education  
MOCK TRIAL PROGRAM COORDINATOR**

**Organization**

The Ohio Center for Law-Related Education (OCLRE) is a non-profit, non-partisan organization that provides civics, law, and government programming and curricula to teachers and students throughout the state (approx. grades 6-12). All OCLRE programs align with Ohio Learning Standards and are designed to promote civic education and participation.

**Job Purpose**

Manage and develop OCLRE programs and events in alignment with the organization's mission and goals.

The incumbent will be responsible for efficiently managing and promoting the Ohio Mock Trial programs (middle and high school, respectively).

**Essential Duties & Responsibilities**

The following duties are normal for this position, though should not be construed as exclusive:

- Plans and coordinates program culminating activities and events, including district, regional, and state competitions. Manages communication with community partners that coordinate local events.
- Prepares and manages program timelines and budgets.
- Organizes and leads meetings with volunteers and teachers to collect feedback, review rule changes, and create materials related to the Mock Trial programs.
- Works with Education & Community Outreach Manager on volunteer recruitment strategies and manages communications with volunteers, including case and competition committees and competition judges.
- Works with Director of Programs and Education & Community Outreach Manager to organize and facilitate committees in the development of student case materials, and to ensure program competition rules are written, interpreted, and enforced as fairly and equitably as possible.
- Assists the Director of Programs in the planning and delivery teacher professional development related to Ohio Mock Trial.
- In collaboration with the Communications Coordinator, prepares program content for OCLRE's website, newsletter, and social media.

**Qualifications & Experience**

- Bachelor's degree or demonstrated relevant work experience. Educational background or experience in the fields of education, law, and/or communications is strongly preferred.
- Demonstrated ability to prioritize and manage competing timelines with precision and efficiency.
- Strong attention to detail, ability to track sensitive deadlines, and professionally respond to and resolve issues promptly.
- Experience with event management is preferred.

- Commitment to superior customer service and the ability to work successfully with individuals of various backgrounds and with diverse communication styles.
- Strong verbal and written communication skills, including the ability to draft complete and concise reports, stories and articles, and other correspondence.
- Proficiency in Microsoft Office Applications.
- Commitment to the OCLRE mission and dedication to expanding opportunities for a diverse range of teachers and students served by the organization.

### **Hours and Benefits**

This is a full-time, hybrid position scheduled to work a standard work week (M-F, 40 hours/week) in accordance with OCLRE Personnel Manual. Occasional evenings and weekends for peak program times and professional development activities may be required.

Salary range \$40,00 - \$45,000. Benefits package and Paid Time Off (PTO) are included.

### **At-Will Employment**

This is an exempt full-time position. The Ohio Center for Law-Related Education is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operations, and desires to foster and maintain an ethical, professional, and impartial work environment.

### **Application Process**

Interested candidates should submit the following via the respective application (e.g., LinkedIn) or email to [kstrickland@ocle.org](mailto:kstrickland@ocle.org):

- Cover letter explaining applicant's interest and relative educational background and/or work experience
- Resume
- List of three (3) professional references with contact information

For full consideration, please submit all application materials by 5:00 p.m. on October 15, 2023. Please do not duplicate your application and no phone calls.

The review of applications will begin immediately and continue until the position is filled. Applicants will be contacted if selected for an interview.

The Ohio Center for Law-Related Education is an equal opportunity employer. For more information about the Ohio Center for Law-Related Education, please visit [ocle.org](http://ocle.org).