



THE JUDGE FRANK M. JOHNSON, JR. INSTITUTE

Job Description – Program Director

Overview

The Judge Frank M. Johnson, Jr. Institute is seeking a Program Director to join its staff as its programming increases. This is a unique opportunity to join a growing 501(c)(3) organization focused on sharing the stories of history to inspire and promote civics education, and understanding of the United States and its system of government.

This position will report to the Executive Director and will work with him to manage existing programs and develop new educational programming focused on the U.S. Constitution and the independent judiciary.

This role is on a full-time, hybrid basis. The successful applicant will be able to work in person in Montgomery in the regular course of business but may work remotely when needed. Please note that the Johnson Institute is non-partisan and non-political, and it is not an advocacy organization.

Roles & Responsibilities

- Design in-person and virtual educational and educational events throughout the year for a variety of audiences (e.g. students, teachers, attorneys, other professionals, etc.);
- Promote and manage Johnson Institute Scholars conferences for middle and high school teachers;
- Oversee tours of the the Frank Johnson Courthouse;
- Oversee the development and dissemination of written resources for focused on the U.S. Constitution;
- Collaborate with Development Director, Administrative Coordinator, board members, and courthouse staff on other projects and duties as assigned.

Qualifications

- Bachelor's degree required, and Master's degree in a relevant field preferred;
- Minimum 5-7 years of experience in law, education, or a related field preferred;
- Excellent written and verbal communication skills, including the ability to tailor messages and materials to a variety of audiences;
- Knowledge and understanding of some or all of the following topics: civics, law, American history, civil rights, and education;
- Project management or event management experience a plus;
- Ability to think strategically and entrepreneurially as part of a growing organization and operate with curiosity and optimism;

- A growth mindset and a commitment to supporting a culture of continuous improvement.

Salary and Benefits

- Commensurate with experience and qualifications.
- A 3% retirement match through the Johnson Institute's retirement plan.

About the Judge Frank M. Johnson, Jr. Institute

The Judge Frank M. Johnson, Jr. Institute is a non-partisan voice that shares the stories of our Constitution and our Judiciary through programs that illuminate issues and perspectives, foster thoughtful and civil discourse, and inspire our national community in our nation's never-ending pursuit of a more perfect union.

Founded in 2019, the Johnson Institute sponsors programs and events that tell the stories of the place, the rulings, and the events that took place in the Frank M. Johnson Courthouse in Montgomery, AL. Our work arises from and is informed by this history to showcase the importance of the U.S. Constitution, the independent judiciary it created, and its impact on our lives.

The Institute sponsors events and programs as a means of understanding our Constitution and the government it created. Through its programs and events, the Institute works to foster and promote civil dialogue and an exchange of knowledge in a respectful and open manner about Constitutional issues.

Visit our website to learn more: www.thejohnsoninstitute.org

The Johnson Institute encourages all qualified applicants to apply, and does not discriminate on the basis of race, gender identity, religion or sexual orientation.

Please send a cover letter and resume to Thomas Rains, Executive Director, at trains@thejohnsoninstitute.org.