



## The Judge Frank M. Johnson, Jr. Institute Summer Program Associate Job Description Summer 2024

The Judge Frank M. Johnson, Jr. Institute is seeking a Summer Program Associate for the summer of 2024 to assist with the Johnson Institute Scholars Conference on July 9-11 and other events and programs as needed.

### **Role & Responsibilities**

The summer program associate will be a temporary employee at the Johnson Institute during the summer of 2024. This person will assist FMJI staff in preparing for, facilitating, and wrapping up after the Scholars Conference July 9-11. The summer program associate will report to the executive director and work with him and other staff, especially the education coordinator, to ensure the Scholars Conference is a success.

### **Qualifications**

- Interest in one or more of the following areas of study: law, history, civil rights, political science, education, hospitality, or related subjects.
- A high school diploma or its equivalent plus relevant college-level coursework.
- Excellent writing and communication skills.
- Growth mindset and an interest in learning new information and skills.
- Ability to work individually and collaboratively with FMJI staff.
- Familiarity with Google Suite, Squarespace, and Canva is a plus.

### **Johnson Institute Scholars Conference**

The Scholars Conference is a three-day professional development conference for middle and high school teachers teaching civics, government, history, social studies and related subjects seeking skills and resources to enrich course curriculum pertaining to the U.S. Constitution. Read more on the Johnson Institute's website: <https://www.thejohnsoninstitute.org>.

**To apply, please send a cover letter and resume to Thomas Rains, Executive Director, at [trains@thejohnsoninstitute.org](mailto:trains@thejohnsoninstitute.org).**

### **About the Johnson 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.