



INSPIRING ORANGE COUNTY STUDENTS THROUGH CIVICS AND EDUCATIONAL EXPERIENCES

**Job Title:** Program Director

**Reports To:** Executive Director/CRF-OC Board of Directors (Executive Committee)

**Compensation:** Annual salary in the range of \$70,000-\$75,000

Full-time; exempt salaried position with benefits.

Hybrid work option available in coordination with the rest of CRF-OC staff.

**Organization Description:**

CRF-OC is a non-profit, non-partisan educational organization that provides law and business-related programs for Orange County middle and high school students. Through its six innovative education programs – Mock Trial, Peer Court, Law Day, Constitution Day, Middle School Moot Court, and the Orange County Career Forum – CRF-OC annually serves several thousand students and adult volunteers. Candidates can learn more about CRF-OC at [www.crfoc.org](http://www.crfoc.org).

**Summary of Position/Requirements:**

The Program Director works under the general direction of the Executive Director and/or Board of Directors (Executive Committee) and is responsible for managing each of CRF-OC's six educational programs. The Program Director must be flexible, highly organized and be able to multi-task. Experience in event planning is required and experience planning educational programs is strongly preferred. Background or familiarity with the law or education/teaching experience is a plus, though not required. Nonprofit experience strongly preferred. The Program Director must have a college degree and possess excellent verbal and written communication skills. The Program Director is expected to have a professional demeanor and must be able to work harmoniously with volunteers from a wide variety of backgrounds (e.g., adults, youth, educators, lawyers, judges, business leaders, etc.).

**Job Description/Responsibilities:**

- Coordinate, administer, and promote each of organization's six educational programs. Supervise Assistant Program Manager responsible for day-to-day operations of Peer Court and Orange County Career Forum programs.
- Program administration tasks will include attending programs (including during occasional evening and weekend hours) and committee meetings, reporting on program activities, and planning/coordinating/executing program logistics.
- The Program Director may also assist in the development and creation of educational materials for various CRF-OC programs.
- Collect and maintain accurate records of program participants and volunteers.
- Establish and maintain working relationships with various community partners.
- Assist in the development of budgets and financial data for programs.



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- Create and produce program registration, marketing (including social media marketing) and informational materials. Draft emails, thank-you letters, and other program-related communications.
- Actively engage in recruitment of schools.
- Prepare master calendar of programs and organization's meetings.
- Represent and promote CRF-OC and its programs in the community.
- Recruit, coordinate, direct and support volunteers at CRF-OC programs. Prepare and conduct volunteer orientations and trainings.
- Work with the Executive Director and consultants as needed to complete program-related tasks.
- Assist Executive Director, as needed, in planning and producing special events.
- Assist with CRF-OC's office management and clerical tasks.

**Additional Qualifications/Skills/Competencies:**

- Exceptional attention to detail
- Ability to work both independently and collaboratively
- Must be able to operate Microsoft Office Suite of products, Canva, and other software programs
- Familiarity with WordPress and/or ability to maintain and edit website

**Please submit a resume and cover letter explaining your interest in the position to:**

**Shara Witkin**  
**CRF-OC Executive Director**  
[switkin@crfoc.org](mailto:switkin@crfoc.org)

*CRF-OC is an Equal Opportunity Employer*