



# THE JUDGE FRANK M. JOHNSON, JR. INSTITUTE

## Job Description – Program Director

### Overview

The **Judge Frank M. Johnson, Jr. Institute** is seeking a dynamic and passionate **Program Director** to lead and develop its civics education programs. The role centers on teaching the U.S. Constitution and promoting a deeper understanding of it, often through the stories of the impactful legacy of Judge Frank M. Johnson Jr. This position offers a unique opportunity to shape educational programming that makes a difference in how people engage with our Constitution.

Based in Montgomery, AL, this is a full-time role that reports to the Executive Director. The Johnson Institute is a non-partisan, 501(c)3 organization that is dedicated to education, not advocacy.

### Key Responsibilities

- **Lead Educational Programs:** Oversee the development, execution, and management of in-person and virtual programs on the U.S. Constitution, the judiciary, and historical cases decided by Judge Frank Johnson.
- **Coordinate Tours & Events:** Plan and manage the Institute's educational tours, events, and special programming, including the highly regarded Johnson Institute Scholars Conference for middle and high school teachers.
- **Create Resources & Materials:** Design and develop educational materials (e.g., lesson plans, curricula, multimedia resources) to support a variety of audiences, including students, educators, and professionals.
- **Collaborate Across Teams:** Work closely with the Executive Director, Development Director, staff, and courthouse partners on cross-functional projects, helping drive the Institute's mission forward.
- **Build Partnerships & Relationships:** Cultivate relationships with educators, peer organizations, and community leaders to expand the reach and impact of this growing, mission-driven organization.

## Qualifications

- **Education:** A Bachelor's degree is required; an advanced degree in education, law, American history, or a related field is preferred.
- **Experience:** 3-5 years of relevant experience in education, law, or a related field is preferred.
- **Skills:**
  - Strong written and verbal communication skills, including public speaking
  - Passion for civics, law, American history, civil rights, and/or museums
  - Experience tailoring messaging and materials for a variety of ages and audiences (e.g., students, educators, professionals)
  - Project management experience, particularly in event planning or program development, is a plus.
- **Mindset:**
  - A strategic, entrepreneurial thinker who thrives in a small, collaborative environment
  - Growth-oriented, with a commitment to continuous improvement and professional development
  - Ability to work independently and as part of a team to accomplish shared goals

## Salary & Benefits

- Competitive salary commensurate with experience and qualifications
- 3% retirement match through the Institute's retirement plan
- Opportunities for professional development and growth within the organization

## 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 has already reached thousands of people through its unique educational events and programs. Our work brings the Constitution to life through the lens of historical cases decided in the Frank M. Johnson Courthouse, located in Montgomery, AL.

To learn more about our work and impact, visit [www.thejohnsoninstitute.org](http://www.thejohnsoninstitute.org).

### **How to Apply**

We welcome applicants from a variety of backgrounds and encourage you to apply if you're excited about working at the intersection of education, history, and civics. Please send your cover letter and resume to **Thomas Rains, Executive Director**, at [trains@thejohnsoninstitute.org](mailto:trains@thejohnsoninstitute.org).

The Johnson Institute encourages all qualified candidates to apply regardless of race, gender identity, sexual orientation, religion, or any other characteristic protected by law.