Just The Beginning – A Pipeline Organization
Assistant Program Director Job Opportunity (Summer 2018)

OVERVIEW
Just The Beginning Foundation-A Pipeline Organization (JTB-APO) is a nonprofit service organization dedicated to improving the legal system in the United States, while preserving and honoring the legacy of minorities in the federal judiciary. JTB-APO seeks to develop and nurture an interest in the legal profession among young people from underrepresented groups. We also strive to support continued advancement, with a long-term goal of increasing diversity in the federal courts and the legal profession as a whole.

PROGRAM DESCRIPTION
The JTB-APO Summer Legal Institute ("SLI") is an exciting multi-day program designed to introduce high school students to the legal system, expose them to careers in the legal field, and provide them with the practical tools necessary to achieve their educational goals. Students work with judges, lawyers and law students on legal reasoning, case analysis, writing, negotiation and oral argument exercises. In addition, students and their parents/guardians/mentors receive college preparatory advice on preparing for standardized tests, completing applications and securing financial aid. The program is free to all students, as JTB-APO believes economic circumstances should not provide a barrier to any student.

POSITION DESCRIPTION
The Assistant Program Director ("APD") will work with the Program Director to develop and administer the national JTB-APO Summer Legal Institutes and Middle School Law Camp during the Summer of 2018. The APD reports to the Program Director and the Executive Director. The APD position is temporary with an estimated duration of May 14, 2018-August 24, 2018. The APD must be willing to travel, as it is mandatory to assist in implementing the SLI programs in JTB-APO’s program cities.

Responsibilities include:

- Implementing JTB-APO workshops and instructing middle school and high school students on topics including substantive law, business and social etiquette, resume building and college preparation.

- Planning, scheduling, and executing program elements (including but not limited to staff travel and accommodations, student meals, transportation, and supplies).

- Assisting with the production of curriculum materials for all programs.

- Managing team leader and intern staff at Summer Legal Institute sites (consisting of high school and law students).

- Ensuring that all pre/post student evaluations, metrics, etc. are collected and recorded electronically within five business days of leaving each program city.
Qualifications:

- BA required; JD (completed or in progress) preferred. This position is open to current law students and recent law graduates.

- Experience in teaching or youth programming preferred.

- Excellent public speaking and interpersonal communication skills.

- Strong writing skills.

Compensation will consist of a $5,000.00 stipend to be paid over the course of the 2018 summer. The APD must be available to work full time in Chicago, IL (with travel) from May 14, 2018 - August 24, 2018.

2018 Summer Legal Institute Programs *subject to change*:

- Washington, DC, Summer Legal Institute, June 18-22, 2018
- Los Angeles, CA, Summer Legal Institute, June 25-29, 2018
- Chicago, IL, Middle School Law Camp, June 27-29, 2018
- Springfield, MA, Summer Legal Institute, July 9-13, 2018
- Twin Cities, MN, Summer Legal Institute, July 16-20, 2018
- Indianapolis, IN, Summer Legal Institute, July 23-27, 2018
- Detroit, MI, Summer Legal Institute, July 30-August 3, 2018
- Chicago, IL, Summer Legal Institute, August 6-10, 2018

To apply, please e-mail a cover letter, resume, and references to:

Cristina Figueroa, Program Director
Just The Beginning-A Pipeline Organization
70 West Madison Street
Chicago, Illinois 60602
Cfigueroa@jtb.org

Inspiring and instructing middle school and high school students on a variety of legal topics are key components of this position. In your cover letter, please include any experience working with students, examples of commitment to diversity issues, and examples of obstacles overcome on the path to law school.

Notice: Employment with JTB-APO is contingent upon successful completion of a background check. This may include professional reference checks, credit checks, a criminal record check, or a combination thereof. JTB-APO will request an employee’s consent prior to contacting any named reference. Additionally, all employees of JTB-APO may be required, at JTB-APO’s expense, to complete a criminal record check during the employment relationship for the purpose of assessing the employee’s eligibility for employment or continued employment in positions where a criminal record check is required.