The United States Courts for the Sixth Circuit is seeking an innovative Director of Education & Training to join our team. This new position provides a unique opportunity for a knowledgeable education professional to create a comprehensive training and development program, coordinate the civics education program, and plan conferences and meetings.

**Position Summary**

The major responsibilities and duties of this position include the following:

- Evaluate, plan, develop, present, implement, and manage a comprehensive training program for court employees. Ensure training programs are current and meet the needs of the court and the court’s employees.
- Coordinate, deliver, and evaluate training programs, including those developed in-house and by outside vendors. Determine resources required to achieve educational/training objectives. Prepare training presentations using the latest software/presentation tools, including long-distance training technology. Create audio visual materials, manuals, handbooks, job aids, web content, and other training materials.
- Identify training needs through surveys, interviews, and meetings with court employees. Advise and make recommendations to management on relevant training for specific positions within the court.
- Working in concert with HR staff, assist employees in career and self-development planning. Provide managers with feedback regarding individual employees’ training and development efforts and accomplishments. Oversee individual training records for court unit employees.
- Provide leadership on burgeoning Circuit civics education efforts. Research, analyze, recommend, implement, and coordinate civics education program. Oversee and judge student contests sponsored by the courts.
- Serve as staff to the Circuit’s Civics and Outreach Committee, providing information to committee members and the public regarding relevant activities throughout the judiciary and other organizations.
- Plan, coordinate, and implement conferences, events, workshops, and meetings, including the Circuit’s biannual judicial conference. Participate in the selection of sites; negotiate contracts; and maintain records. Manage on-site logistics, vendors, and contract implementation.
- Establish, prepare, and monitor the budgets for training programs, conferences, meetings, and events. Provide input to the annual budget based on anticipated training, conference/meeting, civics education needs. Adhere to the court unit’s internal control procedures.
- Maintain educational content on court’s intranet and internet sites, including the Circuit’s civics education and judicial conference registration websites.
- Act as Circuit liaison to the Federal Judicial Center (FJC) and apprise Circuit judiciary staff of recent or relevant training resources available through the FJC.

**About the Court**

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

**About Cincinnati**

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into one of the top places to live in the country. Explore our remarkable city at [www.cincinnatichamber.com](http://www.cincinnatichamber.com) and check out our awards at [www.cincyusa.com](http://www.cincyusa.com).
**Qualifications**

**Required:** Bachelor’s degree in related field of study. Five years of experience in developing and delivering training programs. Experience with planning conferences, meetings, and events. Knowledge of training theories, principles and practices; online learning methods; and needs assessment techniques. Skill in evaluating, selecting, and negotiating with vendors. Excellent communication and interpersonal skills; detailed and self-organized. Ability to work under pressure and within the constraints of conflicting deadlines. Proactive, problem-solving approach. Ability to travel. Knowledge of training software and web-based applications, MS Office products, and other related software applications.

**Preferred:** Master’s degree in related field. Knowledge of resources available for civics programs. Related experience in a court, government agency, educational institution, or equivalent environment.

**Total Rewards and Work/Life Balance**

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

**Compensation:** $75,871 – $123,319 (CL 29) (*Salary commensurate with qualifications)

**Benefits:** Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

**Work/Life:** Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

**How to Apply**

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume to the Director of Human Resources at ca06-humanresources@ca6.uscourts.gov

To ensure consideration, applications must be received by May 1, 2020.

If selected for an interview, tentative interview dates include the week of May 4, 2020. Video conference interviews available.

**Conditions of Employment**

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Travel for this position is required. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. This position is subject to updated background investigations every five years. Employees are required to adhere to the Judicial Code of Conduct for Judicial Employees. Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.