



United States Court of Appeals for the Sixth Circuit

Event Planner/Civics Coordinator

Cincinnati, OH Full-Time

\$86,166 - \$140,051*

About the Court

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

The United States Court of Appeals for the Sixth Circuit hears 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 a contemporary vibe. 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 cincinnati.chamber.com and check out our awards at cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking an Event Planner/Civics Coordinator to join our team. This position provides an opportunity for a knowledgeable professional to plan conferences and meetings and coordinate the Sixth Circuit civics education program.

Overview of Duties

The major responsibilities and duties include the following:

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.

Provide leadership on the Circuit's civics education efforts. Research, analyze, recommend, implement, and coordinate civics education program. Develop, maintain, and deliver programs, educational materials, exhibits, and online content focusing on the history, structure, and operations of the Sixth Circuit, federal courts, and the judicial branch of government. Oversee and judge student contests sponsored by the courts.

Develop and maintain academic and other professional contacts to promote awareness of the civics education program. Coordinate outreach efforts with civics education program locally and nationally. Serve as Circuit liaison to the Federal Judicial Center (FJC) and Administrative Office of the United States Courts.

Serve as staff to the Circuit's Civics and Outreach Committee, providing information to committee members regarding relevant activities throughout the judiciary and other organizations.

Maintain educational content on court's intranet and internet sites, including the Circuit's civics education and judicial conference registration websites.

Serve as Circuit liaison to the Federal Judicial Center (FJC) and Administrative Office of the United States Courts for events and civics education.

Establish, prepare, and monitor the budgets for conferences, meetings, events, and educational programs. Provide input to the annual budget based on anticipated conference/meeting and civics education needs. Adhere to the court unit's internal control procedures.

POSITION QUALIFICATIONS

Required: Bachelor's degree in related field. Two years of experience with planning conferences, meetings, and events. Skill in evaluating, selecting, and negotiating with vendors. Knowledge of civics education. 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 and work non-business hours. Knowledge of Microsoft Office 365 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.

COMPETITIVE TOTAL REWARDS

Compensation*: \$86,166 - \$140,051* (CL 29) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position and (2) a current resume, to the Director of Human Resources via the Resume button on our [online application system](#). Position is open until filled; preference given to applications received by **August 16, 2024**. Virtual interviews available.

CONDITIONS OF EMPLOYMENT

Travel for this position is required. The selected candidate is provisionally hired pending results of background investigation and fingerprinting. This position is subject to updated background investigations every five years. Applicants selected for an interview must complete the Optional Background Information section on the Judiciary's application. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.