

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

June 3, 2024

Reference No.: FY 24-21

Position Title: Civic Engagement Coordinator
Location: Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range: CL 25- CL 26 (\$56,351 to \$100,849)
Closing Date: Open until filled (Preference given to applications received by June 23)

The United States Court of Appeals for the Second Circuit is accepting applications for the position of Civic Engagement Coordinator.

POSITION OVERVIEW: The Civic Engagement Coordinator plays a pivotal role in promoting civic engagement for the Second Circuit's civic education program, *The Honorable Robert A. Katzmann Justice For All: Courts and the Community* initiative. This individual is responsible for coordinating, managing, and providing onsite support for various aspects of the program, including school visits, community outreach, after school programs, and summer justice institutes. This position requires strong organizational skills, as well as a passion for civic education and educating students about the role of the federal courts. This position offers the exciting opportunity to work directly with stakeholders including judges, teachers, and students. This Civic Engagement Coordinator reports to the Assistant Circuit Executive for Legal Affairs.

Key Responsibilities:

1. Program Management:

- Planning, coordinating, and overseeing civic education programs, camps, and events.
- Monitoring the program and participant feedback to identify areas for improvement and innovation.
- Maintaining records of program materials, attendance, and other data points regarding civic education programs.
- Collaborating with stakeholders, including government agencies, educational institutions, and community organizations, to develop and implement collaborative civic education initiatives.
- Providing support for the Second Circuit Civic Education Committee.
- Serving as the onsite support for school visits, programs, and events—this sometimes includes evening events.

2. School Visit Coordination:

- Organizing and coordinating visits for students to courthouses in the Circuit, including the *Justice For All* Learning Center in the Thurgood Marshall U.S. Courthouse.
- Collaborating and liaising with schools to schedule and plan visit logistics.
- Providing day of support as schools arrive, process through security, and navigate the courthouse.
- Coordinating with judges, attorneys, and law enforcement agents to schedule speakers for visits.
- Communicating with security and facilities staff to ensure appropriate parties are aware of the visit logistics.
- Developing educational materials and resources to enhance the learning experience during visits.
- Maintaining scheduling and record-keeping systems for school visits.

3. Community Outreach:

- Serving as the primary point of contact for inquiries from the public regarding civic education programs and initiatives.
- Developing and implementing communication strategies to promote civic education opportunities to schools, community groups, and the bar.
- Utilizing various communication channels, including websites, newsletters, and presentations, to engage with the public and raise awareness about the *Justice For All* initiative.

4. Summer Justice Institutes and After School Programs:

- Coordinating with the Assistant Circuit Executive for Legal Affairs and judges to create and develop the curriculum, activities, and schedule for the summer camp and afterschool programs.
- Coordinating with other departments to manage logistics, such as room locations, layouts, security, and technology.
- Managing the enrollment and communication for programs to both students and guardians.
- Coordinating with sponsors to secure funding for materials, prizes, and food.
- Creating certificates, name badges, and other materials in support of the programs.
- Providing on-site support for these programs (includes some evenings).

For more information about *The Honorable Robert A. Katzmann Justice For All: Courts and the Community* initiative, you can read the [2023 Annual Report](#).

REQUIRED QUALIFICATIONS:

- Bachelor's degree in education, political science, public administration, or a related field.
- Strong knowledge of civics, government functions, and civic engagement principles.
- Excellent communication and interpersonal skills, with the ability to engage diverse audiences.
- Experience in program coordination, event planning, or educational outreach.
- Proficiency in using communication tools and platforms, such as Microsoft Office and presentation software.
- Ability to work independently, manage multiple tasks effectively, and collaborate with various stakeholders.
- The ability to stay after hours (until 8pm) to support programs and events. Advance notice of evening obligations will be provided.
- The ability to occasionally provide offsite support within New York City and the surrounding area (travel reimbursement is available).

BENEFITS: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 11 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Public transportation subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Direct deposit of pay is required.

TO APPLY: Submit a cover letter, resume, and list of three professional references **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line “Civic Engagement Coordinator, Reference No. FY 24-21.” **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.