

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-08
<u>Closing Date:</u>	Open until filled
<u>Position Title:</u>	Director of Events and Communications
<u>Grade/Salary:</u>	CL 28 – CL 29 (\$79,339 – \$153,366) Salary determined by qualifications and experience as outlined below under “Required Qualifications.” Promotion up to the CL 30 may occur without further posting or competition.
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. The court is also preparing to launch the Center for Innovation & Law—a civic education learning center for school-aged children. For additional information about our court please [click here](#).

Position Overview

The U.S. Court of Appeals for the Federal Circuit is seeking an experienced, highly motivated, engaging, and self-directed individual to serve as the court's Director of Events and Communications. The primary focus of this role is to manage court events and outreach programs—such as the biennial Federal Circuit Judicial Conference and annual out-of-town court sessions—public information and media relations, and public court communications and publications. This position reports directly to the Circuit Executive and Clerk of Court.

Responsibilities of the Director of Events and Communications may include but are not limited to:

- **Conference and Event Planning:** Plan, manage, and implement all arrangements for the biennial Federal Circuit Judicial Conference, including speaker relations, on-site administration, agenda and program development and planning, logistics and site planning and selection. Coordinate procurement, contracting, and budgeting needs in support of events. Manage and direct conference and event logistics, including determining requirements, location, space needs and set-up, audio-visual and technological equipment, and hotel and travel arrangements. Coordinate and direct the planning and

support of special court events and programs, including court ceremonies, court meetings, staff events, and other programs. Provide staff support to special projects and programs as needed.

- **Outreach Programs Management:** Plan, manage, and implement court public outreach and engagement programs, including the court's annual out-of-town session, bar association and community programs, and other visitor programs. Manage and direct outreach program logistics, including determining requirements, location, space needs and set-up, audio-visual and technological equipment, and hotel and travel arrangements. Coordinate procurement and contracting needs in support of outreach programs. Coordinate liaison support between the bar and related associations and the court. Provide public outreach support to the Director of Civic Education as needed. Assist the Circuit Executive and Clerk of Court as the representative of the court to the media, other courts and judicial offices, federal agencies, lawyers, litigants, and the public at large.
- **Ceremonial and Special Court Sessions Coordination.** Plan, manage, and implement court ceremonies, including judicial investitures and portrait presentations. Manage and direct logistics, including determining requirements, location, space needs and set-up, audio-visual and technological equipment, and other arrangements. Coordinate procurement and contracting needs in support of these court sessions.
- **Public Information and Media Relations:** Serve as the court's public information officer and media liaison. Respond to media and public information inquiries. Prepare and issue press releases, advisories, and public notices. Develop communications plans and strategies in support of the court's mission and programming. Prepare responses to inquiries to the Circuit Executive and Clerk of Court regarding procedures or information requests about the court's processes or procedural matters. Serve as a visible and accessible information source to respond to requests for assistance and information from judges, court staff, other court units, attorneys, bar associations, federal and state agencies, academics, researchers, litigants, school groups, members of the public, and other interested parties. Prepare materials for presentations to the judges, bar associations, and other outside organizations and entities. Provide staff media relations training and support as needed.
- **Public Communications:** Develop and maintain content for public websites, external publications, digital content, and other court communications, including information relevant to the work of the court and the court's civic engagement programs, learning center, and historic buildings that are part of the National Courts Building complex. Ensure the readability and accessibility of court communications and public website content. Develop and maintain uniform document style, format, and usage for public communications. Develop and maintain public information materials, such as brochures and similar informational and educational materials.
- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding circuit operations, policies, and procedures. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer and quality service and resolving issues efficiently while complying with regulations, rules, and procedures. Develop, implement, and maintain written procedures for assigned functions. Comply with *The Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Education

At a minimum, candidates must possess a bachelor's degree from an accredited college or university.

Specialized Experience

- **CL 28 (\$79,339 – \$128,992):** At a minimum, candidates must possess three years of specialized experience which provided the opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of event planning, public outreach and communications, and/or project management.
- **CL 29 (\$94,359 – \$153,366):** At a minimum, candidates must possess four years of specialized experience which provided the opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of event planning, public outreach and communications, and/or project management.

Competencies

In addition to the above minimum qualifications, successful candidates should possess one or more of the following competencies.

- Demonstrated project management experience in creating and managing programs or events.
- Demonstrated ability to possess sound judgement, poise, tact, and diplomacy when working with a variety of stakeholders, including judicial officers, senior executives, academic leadership, public officials, or similar C-suite level positions.
- Knowledge of and experience using SharePoint Online, Microsoft Office 365, and Adobe Acrobat.
- Exceptional writing and editing skills and experience producing public-facing documents and materials.
- Ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment.
- Excellent time management skills.

Note: Due to the nature of this work, candidates must be able to travel and work off-site at a hotel or similar meeting location with advance notice. During events, incumbent may be on call or required to work for an extended number of hours over five to six days at a time.

Preferred Qualifications

- Demonstrated ability to work in a fast-paced and frequently changing environment.
- Experience working in the federal judiciary.
- Experience in document, web, or graphic design and related software applications.
- Experience in working with the media or in a public information office.
- Familiarity and experience in public speaking to a variety of audiences.
- Professional credentials or certification in public relations, event/conference management, or project management.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.

2. Résumé outlining educational background, employment history, and other relevant information.
3. A writing sample portfolio of no more than ten pages highlighting professional, public-facing documents. The samples must be solely the work product of the applicant.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online aptitude test and personality assessment.

Once you have the cover letter, résumé, and writing sample (items 1, 2, and 3 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 4 and 5 above): <https://www.ondemandassessment.com/link/index/JP-BWL00F7GV?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- Additional benefits information can be found at <https://www.uscourts.gov/careers/benefits>.

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; however, telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.