

VACANCY ANNOUNCEMENT

Public Outreach Coordinator Independent Contractor – Part Time – 6 to 12 Months

Annual Payment for Services: up to \$19,800*

Representative Duties

The Public Outreach Coordinator will assist the Tampa Bay Chapter of the Federal Bar Association (the “Chapter”) and the United States District Court for the Middle District of Florida, Tampa Division (the “Court”) in assisting with, developing, and implementing public programming to educate students, adults, organizations and the public at large about the federal judicial system and the Chapter in particular. The full description of job responsibilities can be found on page two of this announcement.

Minimum Qualification Requirements

Strong organizational and event planning skills are preferred. A legal background is helpful but not required. The ideal candidate for this role will be comfortable planning large and small educational events on behalf of the Court in conjunction with the Chapter, local lawyers, judges, schools, and professional organizations.

Information for Applicants

The Public Outreach Coordinator is a six to twelve-month independent contractor position with the Tampa Chapter of the Federal Bar Association. Payment for services will be rendered on an equal monthly basis during the period of service. The position is available immediately.

To apply for this position, please submit by email your resume and a brief statement of interest to Jordan D. Maglich, President-Elect of the Tampa Chapter of the Federal Bar Association: Jordan.maglich@bipc.com. You may also direct any questions about the position to the same address. **The deadline to apply for this position is July 23, 2021.**

* The Public Outreach Coordinator position is financed by the Bench Bar Fund of the Middle District of Florida.

Description of Services

Working with the Chapter and the Court, the Public Outreach Coordinator will play a key role in assisting with, developing, and various Community Outreach efforts in the Tampa Division of the Middle District of Florida designed to inform and educate students, adults, organizations and the public at large about the federal judicial system, and the Middle District of Florida in particular. It is expected that the Public Outreach Coordinator will devote approximately 10-15 hours per week towards the role.

The Public Outreach Coordinator will be responsible for providing the following services, among other things:

- Assisting the Court and Chapter with current community outreach projects, including assisting with administrative tasks, social media, promotion and marketing, continuing legal education application requests (if appropriate), submitting funding requests (as needed), scheduling, and logistics.
- Devising and researching ideas and then implementing programs that advance the Court's and the Chapter's goals of community outreach and education, including student programs, adult education, media education and community involvement;
- Proposing programming ideas to judges, and implementing the judges' priorities for community outreach and education;
- Submitting periodic reports to the Chapter on a monthly basis describing the progress of the Public Outreach Coordinator's efforts and making recommendations for the program's future in Tampa;
- Assisting other divisions who may be interested in creating a similar Community Outreach Plan;
- Attending local Federal Bar Association meetings, luncheons, and relevant events to the extent practicable.