

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128  
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**Position: Events Coordinator**  
**Announcement No: 2025-CLK-03**  
**Duty Station: Miami, Florida (Executive Office)**  
**Salary: CL 27 (\$62,977-\$102,398)**

**Classification and salary are commensurate with experience and prior federal service.**

### Important Dates

Opening: 12/20/2024

Closing: Open Until Filled

First review date: 1/3/2025

### Position Overview

The Events Coordinator is responsible for managing events and programs for the Southern District of Florida. This position also serves as back up to other Executive Office support staff. Occasional travel within District is required.

### Representative Duties

*The following duties and responsibilities are representative of the tasks to be performed. This list is not all inclusive and duties may be adjusted based on the operational needs of the Court.*

- **Conference and Event Planning:** Plan, manage, and implement all arrangements for special Court events and programs, including Bench and Bar conferences, judicial ceremonies, Court meetings, staff events, and other programs. Duties include agenda and program development, site selection and planning, catering selections, and speaker relations. Coordinate procurement, contracting, and budgeting needs. Manage and direct all event logistics, including program invitations and guest lists, and hotel and travel arrangements.
- **Ceremonial and Special Court Sessions Coordination.** Plan, manage, and implement court ceremonies, including judicial investitures, retirement ceremonies, and portrait presentations.
- **Public Communications:** Update and maintain content for public websites, external publications, digital content, and other Court communications, to include event information, and information relevant to the work of the Court and its civic engagement programs.
- **Public Information and Media Relations:** At the direction of the Clerk of Court, respond to media and public information inquiries. Prepare draft public notices for the Clerk's approval. Develop communication plans and strategies in support of the Court's mission and programming needs. Serve as point of contact for assistance and information for 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.

### U.S. District Court, Southern District of Florida

The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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- **Outreach Programs Oversight:** Assist the Court with public outreach and engagement programs by ensuring compliance with rules and regulations, and supporting logistical aspects, such as visitor and vendor access requests, procurement coordination, and space and facilities related management.
- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding court 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 quality customer service and resolving issues efficiently. Must 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. Always demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

### Qualification Requirements

- Two years of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university; or completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the subject matter of the position. Specialized experience is defined as experience in, or closely related to, the position's work that provides the knowledge, skills, and abilities to perform the position's duties successfully.

### Court Preferred Qualifications & Skills

- Ability to write and edit documents with considerable accuracy and speed.
- Ability to manage time effectively, set priorities and meet tight deadlines.
- Knowledge of or skill in project management or event planning practices.
- Skill in use of automated equipment.
- Ability to interact well with both internal and external customers.

### Duty Station/Organizational Relationship

This position is assigned to the Miami Executive Office and reports to the Clerk of Court. **Travel between divisional offices is required.**

### Benefits

This position is an excepted appointment and judicial employees are considered at-will. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance and a



### How to Apply

Attachments must be in Adobe (.pdf) or Word (.doc or .docx) format. The required attachments must be consolidated into one document. Do not copy/paste your documents into the email.

**Required Attachments:** Cover letter, resume, Federal Employment Application (AO 78). Form AO-78 can be found on our web site under the employment tab, how to apply.

Web site: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Submit the completed application package via email. **Email address:**  
[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

Please make sure to annotate the announcement number on the subject line.

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Flexible Benefits Program that includes medical and dependent care reimbursement.

### **Background Investigation & Fair Chance to Compete Act (FCA):**

This is a sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until a background check is completed. This position is covered under the FCA. Only those candidates who receive a conditional job offer will be asked to provide verbal or written statements about criminal history.

### **Selection Process**

Only qualified applicants will be considered. Incomplete applications may not be considered. For more information on working for the federal courts, please visit [www.uscourts.gov/Careers](http://www.uscourts.gov/Careers).

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.  
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.