

**Vacancy Announcement**  
**Program Coordinator**

Education Division  
Federal Judicial Center  
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Education Division produces educational programs, materials, and resources for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices.

The Center has an opening in its Education Division for one or more program coordinators. Under the direction of the designated assistant division director, program coordinators are responsible for the financial, administrative, technical, and support functions associated with various educational programs. Program coordinator positions require overnight travel for periods of up to a week at a time.

**Major Duties and Responsibilities:**

- Coordinates closely with the designated assistant division director on program planning and budget management (projection, adjustments, reporting) and with education specialists/education attorneys in the administration and support of specific programs and meetings.
- Performs a variety of administrative functions to support face-to-face and distance-learning programs, integrating technology as appropriate. Assignments include preparing and disseminating correspondence, preparing forms and financial documents, maintaining databases, maintaining office files, routing paperwork, scheduling and assisting with web conferences, preparing meeting rooms and materials, and working with vendors to organize and book transportation and arrange catering, off-site tours, and technical support.
- Assists in ensuring that all meeting arrangements are satisfactory and complete. For face-to-face programs, incumbent participates in site research and analysis, cost comparisons, and selection as well as coordinating with hotel or other host staff concerning administrative and financial matters. Incumbent remains on-site during programs to assist faculty and staff, troubleshoot problems, and provide other logistical and administrative support as needed.
- When distance-learning technology is used for synchronous sessions, incumbent assists with technical arrangements, arranges appropriate technical support from the Information Technology Office, and coordinates with faculty and participants. Schedules and produces

web conferences using appropriate technology, such as Adobe Connect, WebEx, or others. Coordinates with staff and faculty regarding web conference materials (videos, slides, documents, etc.) and communicates format requirements for all materials. Arranges and facilitates practice session(s) prior to the live program to ensure technical stability, clarify roles, and coordinate participant interactivity with staff and faculty. Tracks web conference participation and disseminates web conference recordings.

- When distance-learning technology is used for asynchronous programs, incumbent assists with set-up and maintenance of program site on appropriate platform (e.g., Blackboard or Adobe Connect), formats and uploads course materials, troubleshoots problems, and assists users, exercising judgment about which matters to handle personally and which ones to refer to other staff.
- Performs a liaison function both within and outside of the Center. Answers queries from judges, program faculty, court personnel, and Center staff regarding division services, programs, and related travel, hotel and training information. Incumbent exercises discretion concerning which calls can be handled personally and which require action from other staff.
- Prepares and disseminates online surveys and other needs assessment tools used by the Center to determine education and training needs of client groups.
- Works on designated parts of programs with the appropriate staff members and obtains and prepares program materials for distribution in hard copy and electronic formats, as well as being responsible for ordering packing materials and other supplies and arranging shipment of all required items both to and from the program site.
- Provides, as required, administrative, secretarial, and logistical support for faculty and participants at division programs.
- Tabulates data on program participants, costs, and hours, as well as statistical information from evaluation forms for training activities. Incumbent prepares program evaluations and works with staff to develop summaries, as appropriate, from completed forms.
- Bears responsibility for a variety of travel- and technology-based training course logistics, including financial record keeping. Incumbent prepares participant and workshop documents and e-mails or mails all pertinent information to the participants and to the training site. Incumbent estimates the cost of the seminar and prepares financial documents for review and signature by senior Center staff. Incumbent is responsible for financial closeouts.
- Formats all material to be stored for future reference or use on the FJC internal server. This requires accurate typing of materials and use of form letters, mailing lists, forms, standard documents, etc. Incumbent also prepares the final drafts of any materials that are to be published, such as manuals, agendas, brochures, and information packets.
- Creates and maintains new program records as well as faculty and staff biographies and posts program materials to an intranet site for staff and participant viewing and access.

- Keeps current in the use of new technologies to provide administrative and logistical support for in-person, web-based, and distance-learning programs.
- Performs other duties, either as assigned or on the incumbent's initiative, that are necessary for regular or special projects undertaken by the division.

**Qualifications:**

*Required:*

- At least 4 years of related work experience (a bachelor's degree may be substituted for experience).
- Strong computer, database, and technology skills, including the use of standard Microsoft Office Suite programs.
- Excellent financial, organizational, administrative, and problem-solving skills.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Keen attention to detail.
- High level of motivation.
- Ability to work independently and as a team member.
- Ability to work concurrently on multiple programs and projects.

*Preferred:*

- Experience working in a federal agency.
- Familiarity with hotel contracting and federal government travel policies, regulations, and processes.
- Experience setting up and operating distance-learning platforms, such as web conference (e.g., WebEx, Adobe Connect, etc.) and course-hosting (e.g., Blackboard, Adobe Connect, etc.) systems.

**Salary and Benefits:**

The starting salary is set at \$47,827. A higher starting salary, but not to exceed \$50,218, may be considered based upon the successful candidate's current full-time salary. The FJC uses a payband compensation system. This position falls in the Center's payband III which has a salary range up to \$89,667, although not all incumbents in payband III positions can expect to reach the top of the range.

Federal government benefits are applicable. An array of supplemental benefits are also offered, including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider a variety of flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

The position does not carry the tenure rights of positions in the competitive civil service.

**Application Procedures:**

In a cover letter referring to Announcement #15-07, please indicate specifically how you satisfy all of qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume. All applications should be directed to:

Federal Judicial Center  
ATTN: Human Resources Office, Room 6-190  
Announcement #15-07  
One Columbus Circle, NE  
Washington, DC 20002-8003

To receive full consideration for this position, applications must be received by close of business October 21, 2015; however this vacancy will remain open until filled. Please refer to Announcement #15-07 on your application.

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