

Vacancy Announcement
Program Coordinator
Education Division
Federal Judicial Center
Washington, DC 20002-8003

The [Federal Judicial Center](#) (Center or FJC) 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 Center has openings in its Education Division for **two** Program Coordinators to serve the Executive Education (EE) and Judicial and Legal Education (JLE) teams, respectively. Under the direction of the designated assistant division director, program coordinators are responsible for the financial, administrative, technological, logistical, and support functions associated with various educational programs that take place in person, online, and in a hybrid format. Program coordinator positions require occasional overnight travel for periods of up to a week at a time, and advance notice is provided when travel is required. The Center does not pay relocation expenses; however, Center employees are reimbursed for all official business trips.

WHO WE ARE:

The Education Division's mission is to improve the administration of justice by providing learning experiences and resources for the federal judicial branch. We are a group of almost 50 experienced professionals who have worked at the FJC for an average of 10 years, ranging from less than one year to as many as 35 years' tenure.

We are organized into six teams, four of which specialize in education for a particular subset of our judiciary audience, such as judges and court attorneys, court executives, supervisors and managers, or probation and pretrial services officers. The work of the fifth team spans all audiences and involves creating multimedia products (such as videos, webinars, podcasts, webcasts, e-learning, and microlearning) in support of our educational objectives. The sixth team provides division-wide administration and hotel logistics. Teams are generally led by assistant division directors. Within each team, some members are educators (i.e., education specialists/attorneys/producers) responsible for managing the educational aspects of our programming, including needs assessment, design, development, and evaluation. Some members work as program coordinators responsible for the administrative, financial, and logistical aspects that underpin all of our educational programs. Program coordinators work with a wide range of internal and external people to see that all programmatic details are handled effectively and efficiently.

Within each team, educators and program coordinators partner to deliver specific programs or educational products, which range from podcasts, webinars, and online resources to in-person, multi-day skill-building seminars and conferences for up to 250 people. We are an agile division that matches deliberative decision making with a fast-paced operational tempo to serve busy, discerning, high-level customers.

We prioritize these seven values:

1. Respect—being patient with others’ perspectives; honoring others’ time, energy, and boundaries, while being aware of our own boundaries; and addressing issues, concerns, and disagreements constructively while practicing self-awareness and accountability.
2. Trust—believing in others’ reliability and integrity; assuming positive intent while working toward completing shared goals; and building on dependability, accountability, and effective communication.
3. Teamwork (Collaboration)—supporting and assisting one another through mutual respect and collective effort toward a common goal.
4. Excellence—consistently producing innovative, high-quality, educationally sound work; conducting ourselves with integrity and professionalism.
5. Communication—applying emotional intelligence, patience, and awareness of cultural and generational differences; ensuring clear, consistent, timely, and respectful communication; and valuing feedback.
6. Health and Wellness—nurturing self-care and the well-being of ourselves and our colleagues; respecting boundaries and fostering mutual support.
7. Dependability—being consistently reliable, showing up in all manners, and providing proactive communication when we need support.

We believe people come to the FJC and stay because the mission is vital to our nation, the work is challenging and meaningful, the clients are supportive, and the culture is positive.

WHO YOU ARE:

You are adept at managing logistics for educational events and resources, such as in-person seminars and conferences, online programs, videos, podcasts, and e-learning. You have demonstrated success managing multiple projects from start to finish simultaneously. You enjoy digging into the details, navigating complex processes, and orchestrating the behind-the-scenes work required to make programs go off without a hitch. You understand that the little things make a big difference in how participants experience a learning event, and you have operated—and perhaps even created—systems and processes for making sure that every element comes together properly.

You are highly motivated, and you prioritize clear and frequent communication, close collaboration, timeliness, and service to the judiciary. You collaborate skillfully with multiple internal and external customers to coordinate details and support a program or project’s success. You might have worked in a training academy or department within an organization, a college setting, an entity that hosts conferences and events, or a radio or television station. You use technology to manage and execute your work. You are careful and methodical, while also able to distinguish essential details from distractions and shift to a results-focused approach when appropriate. You’re comfortable with numbers, detailed processes, and managing the production side of online learning. You demonstrate a strong customer-service orientation, consistently ensuring that participants, faculty, and colleagues receive the support they need in a positive and productive environment.

WHAT A PROGRAM COORDINATOR DOES:

A person in this role performs duties and responsibilities in the following categories:

Program Planning and Coordination

- Works with the assistant division director and program managers to plan, organize, and deliver educational programs held in person, online, or in hybrid formats.
- Coordinates program timelines, communicates key deadlines, and ensures that logistical arrangements and materials are prepared in advance.
- Supports faculty and staff throughout the planning cycle, helping assemble materials, secure resources, and facilitate communication.

Logistics and On-Site Support

- Arranges and coordinates logistical needs for programs, such as venue arrangements, room setup, materials preparation, shipping, and travel support for faculty.
- Serves on site during in-person programs to assist faculty and staff, troubleshoot issues, and ensure smooth delivery of sessions.
- Procures catering, AV, transportation, and off-site activities from vendors.
- Assists producers with procuring and scheduling talent and supporting internal and external guest experts for multimedia productions.

Financial and Administrative Support

- Assists with program budgeting and financial processes, including preparing cost estimates, supporting budget reviews, and completing financial closeouts.
- Prepares and processes administrative documents related to program activities, tracking expenses and maintaining accurate records.

Virtual Program Support

- Coordinates live virtual programs by managing registrations, arranging technical support, communicating with faculty and participants, monitoring and managing virtual rooms, and facilitating practice sessions.
- Schedules virtual events using online meeting platforms, such as Microsoft Teams, Adobe Connect, Zoom, or similar software.
- Supports self-paced online programs by setting up and maintaining course sites, uploading materials, and assisting users with routine issues.

Communication and Customer Service

- Serves as a point of contact for judges, faculty, court personnel, and Center staff regarding program logistics, travel information, scheduling, and other inquiries.
- Reviews and follows the Center Code of Conduct, Center Personnel Manual, Guide to Judiciary Policy, and other relevant policies.
- Uses professional judgment to resolve routine questions and refers more complex matters to appropriate staff.

Records and Data Management

- Prepares, formats, and maintains program materials, agendas, participant lists, faculty bios, and other documents for printing and posting on internal platforms.
- Creates and updates program records and online content for staff and participant access.
- Administers evaluations and compiles data on program participation, costs, and feedback.

Technology and Continuous Improvement

- Stays current with software and tools used to deliver educational programs and materials.
- Recommends improvements to relevant processes, documentation, and workflows as needed.

Other Responsibilities

- Performs additional duties in support of division and Center projects and operations on own initiative and as assigned.

MANDATORY QUALIFICATIONS:

- A minimum of four years of related work experience or a Bachelor's degree
- Proficiency with computer systems, databases, and technology tools, including Microsoft Office Suite
- Excellent financial, organizational, administrative, and problem-solving skills
- Excellent interpersonal, written, and oral communication skills
- Demonstrated attention to detail
- High level of motivation, initiative, and reliability
- Ability to work both independently and collaboratively
- Ability to prioritize tasks and manage responsibilities across multiple programs and projects
- Demonstrated ethics and integrity, including the ability to handle confidential information, financial processes, and sensitive responsibilities with discretion and respect for a variety of viewpoints

DESIRABLE QUALIFICATIONS:

- Experience coordinating conferences, seminars, or similar events at hotels or other event venues
- Experience setting up and operating distance-learning platforms, such as Teams, Zoom, Adobe Connect, Webex, or similar systems
- Experience working in a federal agency
- Familiarity with federal hotel contracting and travel policies, regulations, and processes

SALARY AND BENEFITS:

The starting salary is set at \$64,133 (includes 2026 D.C. locality). This position falls in the Center's pay band 3, which has a salary range up to \$120,234. For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed \$67,340 (includes 2026 D.C. locality) may be considered if the candidate furnishes proof that their current salary falls above the pay band 3 minimum salary of \$64,133 (includes 2026 D.C. locality), in which case the Center would match that salary up to the starting salary limit of \$67,340. This is the maximum starting salary, and it is non-negotiable. If the successful internal candidate's salary falls above the range minimum, that salary will be matched up to their current salary.

Federal government benefits are applicable. An array of supplemental benefits is 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 is in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

The Center offers a range of telework and flexible work schedule options based on the employee's position categorization. When business needs arise, all Center employees are required to work at the official duty station in Washington, D.C., or at a temporary duty station. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for all official business travel.

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

APPLICATION PROCEDURES:

In a one-page cover letter referring to **Announcement # 26-06**, please summarize your interest in the position and how you satisfy the qualifications listed above. Applications without the required cover letter or with a cover letter that does not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. To be considered for the position, **combine a cover letter and resume (which together constitute your application for employment) into a single PDF**, and name the file using your last name, first name, and the announcement number, as follows: **Lastname.Firstname.26-06.pdf**.

Submit the application as an email attachment to personnel@fjc.gov and include **Announcement # 26-06** in the email subject line. Information provided in the body of the transmittal email will **not** be considered part of the application.

These vacancies will remain open until filled, but **to assure full consideration, your application must be received by 11:59 p.m. on April 16, 2026.**

KEY REQUIREMENTS:

- Selectee must be a United States Citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship->

[requirementsemployment-judiciary](#).

- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

The Federal Judicial Center is an Equal Opportunity Employer and is committed to achieving a professional and collegial workplace in which everyone is valued and treated fairly and respectfully.