



**Federal Bar
Association**
Tampa Bay Chapter

VACANCY ANNOUNCEMENT

Public Outreach Coordinator Independent Contractor – Part Time

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

Representative Duties

The Public Outreach Coordinator will develop and implement public programming on behalf of the United States District Court for the Middle District of Florida, Tampa Division to educate students, adults, organizations and the public at large about the federal judicial system and the Tampa Division 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 Federal Bar Association, local lawyers, judges, schools, and professional organizations.

Information for Applicants

The Public Outreach Coordinator is an independent contractor position with the Tampa Bay Chapter of the Federal Bar Association. The position is available immediately.

Payment for services will be calculated on an hourly basis. The Outreach Coordinator is required to accurately record all hours worked, including sufficient details to support the work performed. Work hours may vary depending upon assignments. The work will be provided on an as-needed basis, and no specific number of hours is guaranteed in any week or year.

To apply for this position, please submit by email your resume and a brief statement of interest to Sarah A. Gottlieb, President of the Tampa Bay Chapter of the Federal Bar Association: president@federalbartampa.org. You may also direct any questions about the position to the same address.

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

Description of Services

The Public Outreach Coordinator will develop and formalize a Community Outreach Plan in the Tampa Division of the Middle District 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.

The Public Outreach Coordinator will serve as the Coordinator of the Community Outreach Plan and the services will consist of, among other things:

- Devising and researching ideas and then implementing programs that advance the Court's and the Federal Bar Association'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;
- 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;
- Submitting periodic reports to the Court on a reasonable basis describing the programming that is occurring during the year and making recommendations for the program's future in Tampa;
- Assisting other divisions who may be interested in creating a similar Community Outreach Plan; and
- Attending local Federal Bar Association meetings, luncheons, and Federal Judicial Relations Committee meetings to the extent practicable.