

SUPREME COURT OUTREACH COORDINATOR

DEFINITION

Under direction, performs a full range of professional outreach duties required to implement the activities and programs of the Supreme Court of California outreach efforts in conjunction with the Judicial Branch Power of Democracy Civic Learning Initiative; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single incumbent class. Based on organizational policy direction from the Clerk/Executive Officer of the Supreme Court in consultation with the chair and vice-chair of the Judicial Branch Power of Democracy Civic Learning Initiative, the incumbent implements the strategy for the court's outreach efforts and the initiative, coordinates and manages programs and activities, and ensures the accomplishment of the outreach goals and objectives in support of standard 10.5 of the California Standards of Judicial Administration.

EXAMPLES OF DUTIES (*illustrative only*)

- Serves as lead staff to the Judicial Branch Power of Democracy Civic Learning Initiative; supports the chair and vice-chair with strategic planning, program enhancements, and engagement with all levels of California's court system on outreach activities.
- Collaborates with the Clerk/Executive Officer of the Supreme Court to create, organize, and produce annual programs for outreach and educational events mandated by the court.
- Identifies and works with strategic partners to expand branch support of the civics initiative, including school administrators, boards, and various organizations such as Teach Democracy and the Center for Civic Education, as well as national organizations such as iCivics.
- Facilitates engagement with state and national judicial branch and justice system partners to enhance civics, civic engagement, and outreach activities and increase public trust and confidence in the judiciary; oversees coordination of court events with outside groups, including law schools, K–12 schools, and court staff.
- Collaborates with the State Superintendent of Public Instruction at the California State Department of Education and local school boards and administrators to support statewide civic learning programs, including the Seal of Civic Engagement.
- Organizes the implementation and expansion of the initiative's programs, such as Judges in the Classroom and the annual Civic Learning Awards.

- Identifies funding sources and develops grant proposals to raise funds for outreach programs; establishes systems for and manages grant budgets and supports staff for expenditure tracking for the K-12 civic learning aspect of the initiative.
- Makes recommendations on policies and operations that affect the courts' relations with other organizations and the public; educates and advises on public information policies and techniques.
- Develops and drafts original reports and a variety of high-level communications related to the court's outreach and educational efforts, including, but not limited to, speeches, talking points, and briefing packages for the Chief Justice for onsite visits and other events, as well as press releases, news briefs, newsletters, and web content.
- Develops, organizes, and implements the presentation of courthouse-based educational activities, programs, and tours; creates presentations, fact sheets, brochures, and other promotional materials for statewide distribution and/or use in developing relationships between the judicial branch and opinion leaders and key organizations with regard to civic learning; represents the judicial branch at statewide and national gatherings as needed.
- Oversees coordination of events and staff responsible for assembling meeting materials, coordinating space availability, set-up and catering, member travel, security, building access, and technology requirements.
- Develops, executes, and oversees contract deliverables, contractors, and timelines to drive successful communication and outreach results.
- Collects, analyzes, and synthesizes data and feedback surveys relating to the initiative's outreach programs; creates management and progress reports for the Clerk/Executive Officer of the Supreme Court to refine and enhance future outreach activities.
- Operates an online clearinghouse of transferable court outreach programs; reviews programs and projects from other jurisdictions to identify models that could be replicated and implemented, including new resources, lessons, and other knowledge-sharing tools and models.
- Performs related duties, as assigned.

WORKING CONDITIONS

- May be required to work outside of normal business hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Civics, government, and the California judicial system.
- California court system's administrative procedures and policies.
- California state and national education policy system.
- Principles and practices of communications, including social media, public outreach, community engagement, and online communications.
- Training and education program development and administrative principles, practices, and procedures.

- Principles and techniques for preparing and giving oral presentations.
- Principles and techniques for preparing and editing a variety of effective written materials.
- Principles and practices of fundraising, budget development, grant writing, and administration.
- Principles and practices of project management.
- Principles and practices of vendor and contract management.
- Research methods, analysis, fact-checking, and problem-solving skills.
- Principles and practices of effective time and resource management.
- Customer service principles.
- Best practices and emerging technologies in outreach trends.
- Applicable business equipment and desktop applications.

Ability to:

- Plan, organize, and direct the work involved in operating and maintaining outreach programs and projects.
- Participate in developing and implementing goals, objectives, policies, and procedures associated with implementing multiple outreach programs.
- Interpret management priorities and analytical information into practical outreach strategies, plans, and products.
- Knowledgeably and effectively represent the court's outreach programs and the initiative in a variety of forums.
- Exercise political acumen, tact, and diplomacy with stakeholders and clients.
- Build consensus, develop and motivate others, and inspire a team effort.
- Use initiative and independent judgment within general policy guidelines.
- Communicate effectively in English, orally and in writing.
- Administer grant writing and grant-funded programs.
- Research, identify, analyze, and resolve problems collaboratively, providing solutions with well-informed recommendations.
- Multi-task and effectively coordinate multiple projects simultaneously.
- Manage time and resources to accomplish goals and objectives; accurately assess resources needed to carry out planned actions.
- Establish and maintain effective working relationships with colleagues, stakeholders, and the public.
- Understand and meet customer expectations.
- Monitor and research outreach trends, solutions, and best practices.
- Proficiently use a variety of office and publication software.

Licenses and Certificates: None.

Education and Experience:

Equivalent to possession of a bachelor's degree in education, communications, public relations, journalism, or other directly related field, and five years of professional experience in administering education, outreach and/or engagement programs, public information, or public relations. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*