



Administrative Office of the Courts

Job Description

Job Title:	AOC Public Education Coordinator	Grade:	C122
Division:	Court Services Division	Revision Date:	December 2015

POSITION SUMMARY:

The Public Education Coordinator is responsible for planning and implementing statewide public education programs to raise awareness and understanding of the role of the Judiciary. This position is also responsible for designing written materials, developing public exhibits, and conducting community outreach programs. Out of town travel is required.

JOB DUTIES:

- Provides leadership and initiative by researching and maintaining expertise in judicial public education.
- Implements judicial education programs in the community, schools, and Justice Building.
- Develops and/or adapts judicial educational materials such as presentations, handouts, and lesson plans for judges and attorneys to use in the community and in school settings with students at elementary, junior high, and high schools.
- Develops and/or adapts innovative educational resources such as videos, lesson plans, and legal fact sheets for the public.
- Creates and maintains judicial public education content on the Arkansas Judiciary website.
- Coordinates with stakeholders to deliver uniform and consistent educational messaging throughout the judiciary.
- Works with various external stakeholders, including the Arkansas Supreme Court Historical Society, Arkansas Judicial Council and Arkansas Bar Association to further judicial education opportunities and develops public exhibits.
- Raises civic awareness and an appreciation of the crucial role that Arkansas courts play in our government and the continued need for fair and impartial courts through the development of written materials, speaking engagements and programs, like a View from the Bench.
- Works with Supreme Court Clerk to plan and coordinate the Arkansas Supreme Court Appeals on Wheels Program.
- Actively communicates and participates in activities with AOC Public Education Coordinators in other states and the National Center for State Courts to gain information about successful judicial education programs, exhibits and resources.
- Other duties as assigned by the Judicial Education Director.

JOB QUALIFICATIONS:

- Bachelor's degree required, Juris Doctor or relevant legal experience preferred
- Ability to brainstorm innovative programs and technology projects
- Ability to communicate with a diverse population of professionals in a collaborative manner
- Excellent communication and writing skills required
- Ability to manage and organize multiple projects, while meeting deadlines
- Proficiency with office, content management, graphic design, and publishing softwares desirable

Last Updated By:

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