



# Administrative Office of the Courts

## Job Description

<b>Job Title:</b>	AOC Public Education Coordinator	<b>Grade:</b>	
<b>Division:</b>	Legal Services Division	<b>Revision Date:</b>	January 2024

### 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 throughout Arkansas. This position is also responsible for facilitating tours and use of the Civics Education Center. Occasional out-of-town travel is required.

### JOB DUTIES:

- Coordinates and executes the design and layout of publications concerning the Judiciary.
- Provides leadership and initiative by researching and maintaining expertise in judicial public education and civics education.
- Implements judicial education and civics education programs in the community, schools, and Justice Building.
- Develops and/or adapts materials related to judicial education and civics education such as presentations, handouts, and lesson plans for judges and attorneys to use in school settings with students at elementary, junior high, and high schools.
- Develops and/or adapts innovative educational resources such as videos, pamphlets, and legal fact sheets for the public.
- Creates and maintains educational content on the Arkansas Judiciary website.
- Coordinates with internal stakeholders to deliver uniform and consistent educational messaging throughout the judiciary.
- Works with various external stakeholders, including the Arkansas Judicial Council and Arkansas Bar Association, to further judicial education and civics education opportunities and to develop public exhibits.
- Works with Supreme Court Clerk to plan and coordinate the Arkansas Supreme Court's *Appeals on Wheels Program*.
- Assists in developing, updating and maintaining educational exhibits within the Justice Building.
- Facilitates adult and student group visits to the Justice Building and Civics Education Center.
- 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, civics education programs, exhibits and resources.
- Supports the official social media accounts for the Arkansas Judiciary through management of the accounts and content design.
- Other duties as assigned.

### JOB QUALIFICATIONS:

- Bachelor's degree required, Juris Doctor or relevant legal experience preferred
- Proficiency with Microsoft 365, content management, graphic design, and publishing software
- Familiarity with audio / video production and editing
- Excellent communication, writing, and proofreading skills required
- Ability to manage and organize multiple projects, while meeting deadlines
- Ability to brainstorm innovative programs and technology projects
- Ability to communicate with a diverse population of professionals in a collaborative manner

Last Updated By: