Career Opportunities

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Communications Specialist, Hennepin County

Apply

Salary	$55,311.12 - $85,649.76 Annually	**Location**	Minneapolis, MN
Job Type	Full-time	**Department**	Fourth Judicial District
Job Number	07231-01119894		
Closing	9/30/2021 11:59 PM Central		

DESCRIPTION BENEFITS QUESTIONS

Description

The Fourth Judicial District Court welcomes applications for the position of Communications Specialist. This exciting, high-profile position exercises a high level of independent judgment and planning to advance the Fourth District's strategic communications vision, strategy and goals.

In this public-facing role, you'll be responsible for helping develop and execute internal and external communications strategies on behalf of the Hennepin County District Court (also known as the Minnesota Fourth Judicial District). You'll be the first point of contact for local, national and international media who inquire about cases or other public information that falls within the court's purview. As part of this role, you'll have a front seat at the table to strategic communications decision-making together with court leadership and other partners. This is a high-energy, highly

visible role that involves close collaboration with numerous executives and leaders, including court administration leadership, judges, public information officers, and various justice partners throughout Hennepin County.

This role reports to the Fourth District's Manager of Communications and Diversity, Equity & Inclusion. The Communications Division is located in the Hennepin County Government Center, 300 S. 6th Street, Minneapolis, MN 55487. Typical hours for this position are 8:00 a.m.-4:30 p.m., Monday-Friday, but will vary depending on business needs. **This position is currently working both remotely and onsite, which may change depending on business needs. Occasional travel within the Twin Cities metro area may be required. Interviews will be conducted virtually via Zoom.**

This position is exempt under the Fair Labor Standards Act and is eligible for State of Minnesota employee benefits.

Example of Duties
Media relations and public information

- Serve as the primary media relations representative and public-facing spokesperson for the court; be the first point of contact for all local, national and international media inquiries.
- Build relationships with media partners while modeling Fourth District core values, along with trust, transparency and timeliness.
- Collaborate with a wide variety of internal and external partners, including court administration, the Fourth District bench, the State Court Administrator's Office (SCAO), Hennepin County and various justice partners, public defenders, private attorneys, public safety and law enforcement personnel, victim witness advocates, city/municipality leaders, elected officials and others.
- Draft and distribute news releases and other public-facing statements.
- Drive the court's social media content creation, management and metrics analysis.

Internal communications

- Counsel district court leadership, court administration leaders and judicial officers on strategic communications-related decision-making.
- Plan and contribute to the court's executive and organizational communications, including leader communications, talking points and memos.
- Oversee editorial content of 4th Dimension, the District's internal newsletter and storytelling vehicle.
- Partner with specific court divisions, units and business functions to develop strategic communications plans and/or navigate complex challenges.
- Oversee the "State of the Court" annual address.
- Serve as the Fourth District's web content lead, responsible for managing and updating all public-facing web content in partnership with the statewide Court Information Office.
- Manage all Fourth District intranet (SharePoint) content, including the supervision of internal SharePoint content owners.

Bench communications support

- Partner with judicial officers and committees to develop internal- and external-facing strategic communications plans.
- Coordinate the planning and execution of new judge swearing-in ceremonies and other bench-

sponsored events (National Adoption Day, warrant resolution campaigns, wedding ceremonies, etc.).

Miscellaneous

- Help evaluate the immediate and long-term impact of internal and external communications strategies through effective goal-setting, timing and action plans, key performance indicators (KPI) and other success measures.
- Demonstrate a personal commitment to diversity, equity and inclusion through authentic engagement, active listening, courageous conversations and a willingness to “get comfortable with being uncomfortable.”
- Occasionally represent the court’s communications team at select opportunities/venues (e.g, Minnesota/National Association for Court Management/NACM, Conference of Court Public Information Officers, Minnesota Association of Government Communicators).

Typical Qualifications

While this is a public sector and public-facing role, communicators from all sectors and professional experiences are encouraged to apply.

Minimum Education and Experience:

- Bachelor's degree from an accredited college or university and two years of professional experience in communications, media relations, public relations, journalism, or another related field that demonstrates strategic communications skills and thinking.
- OR Six years of relevant professional experience in a communications, public relations, or media/journalism-related role.
- As this position will be working partially remotely, access to reliable internet connection is required during this time.

Knowledge, Skills, and Abilities:

- Demonstrated knowledge in current media relations/PR/strategic communications best practices, ethics, and trends.
- Practical experience designing and implementing strategic communications strategies and tactics, OR equivalent experience as a journalist or other organizational storyteller.
- Ability to build effective working relationships with a variety of internal and external stakeholders (e.g., state court administration, district court leadership, judges, court employees, justice partners and the public).
- Ability to develop presentations and trainings for small to large audiences.
- Proven ability to tell stories in a way that translates complex, jargon-filled language to conversational and compelling narratives.

Preferred Qualifications:

- Wide network of existing relationships with reporters and media (whether local to the Twin Cities or another region).
- Experience building and leading strategic communications plans from ideation to execution.
- Ability to offer direct and transparent perspective and feedback for the good of the organization.
- Ability to absorb quickly, demonstrate critical thinking, and make situation-appropriate decisions under high pressure and tight deadlines.
- Positive and collaborative working style that helps break down barriers and put people at the

center.
- Experience planning public-facing or otherwise large-scale events.
- Ability to handle confidential information and materials with discretion.
- A demonstrated commitment to diversity, equity, and inclusion.

Supplemental Information
The Minnesota Judicial Branch (MJB) is committed to providing fair and equal access to justice. If you share this same commitment, desire a meaningful career serving the public, and want the opportunity to make a difference for your community, consider a career with us. We celebrate and are committed to the principles of diversity and inclusion, and actively seek and encourage applications from persons with diverse backgrounds and characteristics. Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB. To learn more about working for the Minnesota Judicial Branch, watch this video.

Instructions for Applying:
Please complete your application for this position online, and attach a cover letter. **In your cover letter please share your most significant accomplishment in strategic communications, media relations, and/or storytelling, and explain what makes you uniquely suited to help drive media relations for a public-facing entity.**

All employment offers are contingent upon satisfactory results of a criminal background check. An employment offer may be rescinded if the background check identifies job-related convictions.

Please contact our recruitment team with questions regarding this posting via email: 4thRecruitment@courts.state.mn.us; or phone: 612-348-2298.

Equal Opportunity Employer:
It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting Human Resources via email: 4th.Human.Resources@courts.state.mn.us.

The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

Agency
Minnesota Judicial Branch

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