



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Communications Coordinator

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 104576

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$25.72/HR

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/communications-coordinator>

Position description

The Communications Coordinator is responsible for creating and writing content in all print and digital platforms. The position requires advanced writing skills, a strong sense of creativity, and a high level of organization while working under strict deadlines. This position will perform technical work with responsibility for preparing, organizing, and editing court publications. The position will also perform layout, design, and production work associated with all phases of digital communications including online and email. Work requires sound judgment and the ability to work independently or collaboratively.

The Communications Coordinator interacts with judges, judicial assistants, staff, and court users to create engaging copy for internal and external communications. Responsible for researching and drafting copy for Op-Eds, articles for publications, and newsletters. Will collaborate with senior staff to develop/update content for the court's

website, wayfinding, and intranet. Assists with research, scripts, and promotional materials for the Court's podcast. Designs and drafts copy for highly educational assets, infographics, and social media graphics. Must possess excellent interpersonal skills.

Bachelor's degree in communications, journalism, or closely related subject preferred. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Knowledge of Constant Contact, Canva, Adobe Creative Suites, and social media platforms preferred.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities