



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee

Vacancy #: 26-03

Conditions of Employment:

Wendy R. Oliver
Clerk of Court

Memphis
167 N. Main, Rm 242
Memphis, Tennessee 38103

Jackson
111 South Highland
Jackson, TN 38301

www.tnwd.uscourts.gov

Important Dates:

Opening Date:
January 6, 2026

Closing Date:
Open until filled.

*The U.S. District Court for
the Western District of
Tennessee is an Equal
Opportunity Employer*

Apply to:

tnwdjobs@tnwd.uscourts.gov

Position: **Events Planner/Civics Outreach Coordinator (Part-Time)**
(2 Positions)

Classification: **CL 25**

Salary Range: **\$48, 890 - \$79, 443**
(Annual full time-salary, based on qualifications and experience)
(Salary will be prorated based on 20 hours per week)

Duty Station: **Memphis, Tennessee and Jackson, Tennessee**

Position Overview:

The Clerk's Office of the U.S. District Court for the Western District of Tennessee is seeking a part-time Events Planner/Civics Outreach Coordinator. This role provides an opportunity for a motivated professional to plan conferences and meetings while leading the Court's civics education and outreach initiatives. The coordinator plays a central role in developing, implementing, and managing programs that advance the Court's mission and promote public understanding of the federal judiciary. The position involves close collaboration with Judicial Officers, the Clerk of Court, Clerk's Office staff, other federal agencies, and members of the community.

Representative Duties:

The Events Planner plays a key role in organizing Court events and programs that engage staff, students, and the public. The coordinator manages the Court's outreach initiatives, assists with district-wide naturalization ceremonies, and supports nationally recognized civics programs, including Constitution & Citizenship Day. Responsibilities include conducting Court tours, coordinating school visits, facilitating moot Court and mock trial sessions, and educational contests and programs across the district.

As a member of the Civics Education & Outreach Committee, the coordinator collaborates on strategic outreach planning, educational materials, and promotional activities. The role also involves managing projects and training sessions, serving as a liaison with the Clerk's Office, Judicial Officers, educational institutions, other federal agencies, and community partners.

Qualifications:

The successful candidate must have at a minimum a high school diploma or the equivalent and one year of general clerical or administrative experience. To qualify for CL 25 a minimum of one year of specialized experience equivalent to work in a CL 24 level is required.

Court Preferred Knowledge and Skills:



WDTN MISSION

The mission of the Clerk's Office of the United States District Court for the Western District of Tennessee is to serve the public and support the court with a commitment to excellence.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e. green card holder) seeking U.S. citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint background check with periodic investigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

In addition to the minimum qualifications, the Events Planner/Civics Outreach Coordinator candidate should demonstrate the following skills and proficiencies:

- Experience in clerical, administrative, or office support roles, including organizing events, managing schedules, and coordinating projects.
- Strong organizational and time-management skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Excellent interpersonal and communication skills, with the ability to build positive relationships with Court staff, educators, and community partners.
- Proficiency with standard office software and technology, including word processing, spreadsheets, email, and virtual meeting platforms.
- Ability to work both independently and collaboratively in a professional, team-oriented environment.
- Professionalism, discretion, and the ability to handle sensitive information with confidentiality.

Application Procedure:

Applicants must submit a single PDF document to tnwdjobs@tnwd.uscourts.gov with:

- Cover letter (include vacancy announcement # 26-03)
- Resume
- Completed Federal Judicial Branch Application for Employment [AO78](#)
- Subject line of email must contain: Outreach Coordinator Vacancy #26-03

Application materials that do not adhere to this procedure may not be considered. Application materials submitted in addition to the required documents may not be considered or retained. Separate applications must be made to each vacancy announcement. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Benefits:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement system and social security systems. Life, health, long term care, long-term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401K) Plan, plus eleven paid holidays per calendar year.

Temporary and part-time employees may be eligible for certain benefits depending upon the length of the appointment.

Detailed information regarding benefits for federal employees may be found [here](#).