



**Vacancy Announcement
United States District Court
Western District of Missouri**

Position:	Education Specialist
Position Number:	DK021325
Location:	Kansas City, Missouri
Starting Grade/Range:	CL 27 (\$60,098 - \$97,716)
Opening Date:	February 13, 2025
Closing Date:	Open until filled (preference for those received before March 13th)

The United States District Court for the Western District of Missouri (WDMO) is accepting applications for the position of Education Specialist in the Kansas City, Missouri office.

Position Overview

The United States District Court for the WDMO is seeking a highly motivated and engaging individual with experience in primary or secondary education to serve as an Education Specialist. The Education Specialist will create promotional materials and opportunities with the local community. Plan and lead tours, programs, events and any off-site presentations. Incorporate social media networking tools and multimedia exchanges. Communicate with stakeholders via newsletters and social media platforms. Participate in local and nationwide networks with other courts and law-related civic education groups. Receive and respond to requests for new programs and maintain a master calendar. Implement internal operating policies, communication strategies and delivery to meet goals of the public education and community outreach mission. Provide professional consultation to judges and other court unit personnel concerning public education and community outreach events. Document and archive events and activities and generate periodic reports.

Qualifications

A bachelor's degree from an accredited college or university in education, English or public speaking. Ability to write and edit documents with considerable accuracy and speed. Ability to manage time and set priorities. Ability to interact and communicate with both internal and external customers. Applicant must have at least 2 years' experience in lesson/curriculum development.

Specialized Experience

Progressively responsible experience, following completion of a bachelor's degree, in areas of primary or secondary lesson and curriculum development.

Application Procedures

Candidates must submit a letter of interest which addresses their skills and experience related to this job, a current resume, and an application for Federal Employment, form AO 78. [Application for Judicial Branch Federal Employment](#)

Please email packet in one PDF or Word file to: michele_nelson@mow.uscourts.gov