

Federal Defender Leadership Center

Vacancy Announcement

Expected Start Date: Summer 2024 / Application Deadline: May 1, 2024 (or until filled)

Leadership Training Meeting Planner (Full Time Position)

About us: The Federal Defender Leadership Center is seeking a Meeting Planner to join a small, dedicated team in a start-up atmosphere aimed at building a culture of inspired leadership to meet the evolving needs of the federal defender community and develop leadership for the future. The Meeting Planner will be responsible for planning training events on a professional level, working simultaneously on multiple in-person, virtual, and asynchronous events for nationwide audiences of federal defenders, and obtaining and coordinating continuing legal education (CLE) accreditation. This position is detail oriented and requires excellent skills in customer service, and oral and written communications. Adaptability and comfort with evolving goals and changing circumstances are a must, where creativity and diversity of thought are expected. The Meeting Planner will be part of the Leadership Center team as an employee of the Federal Public Defender for the District of Kansas (FPDO Kansas) and supervised by the Leadership Center Co-Directors. FPDO Kansas is a proud equal opportunity employer whose central mission is to keep people out of prison through holistic representation, collaboration, and education. FPDO Kansas' clients are people accused of federal crimes who cannot afford private lawyers, whose humanity is honored and protected at every stage of the criminal case and beyond.

Diversity and dignity are central to our work, and we hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.

Ideal Candidate: A creative, experienced Meeting Planner with exceptional communication and customer services skills, who loves a challenge and thrives in an innovative, fast-paced, and supportive team environment. Someone who enjoys and performs well supporting high-visibility, customer-driven training events, as well as building operational processes and implementing day-to-day administrative operations.

You **must** have/be:

- A US citizen or authorized to work in the United States
- Committed to the mission of the Leadership Center and the Federal Public Defender Program
- Eager and able to thrive in a fast-paced, virtual team environment
- Experience planning events (e.g., conference, trainings, ceremonies) ranging from 10 to 50 attendees: at least 2 years
- Experience coordinating logistics of virtual events on Zoom and Teams
- Experience preparing, negotiating, reviewing, and reconciling vendor contracts and invoices (e.g., hotel, audio visual, catering) and event budgets

Salary & Benefits. The starting salary range for this position is \$45,000–\$70,000, depending primarily on experience. The FPD also offers generous benefits:

- Eleven paid holidays, including Martin Luther King Jr.'s birthday and Juneteenth
- Public Service Loan Forgiveness if qualified
- Federal Employees Retirement System
- Thrift Savings Plan – up to 5% Employer Match
- Health (100+ options)
- Dental (16 options)
- Vision (10 options)
- Life Insurance (basic, standard, additional, family)
- Flex Spending Accounts
- Commuter Benefit Program
- Long Term & Short-Term Disability
- Long Term Care
- Transportation Subsidy
- Employee Assistance Program (confidential counseling and assistance)
- WorkLife4You (living well)
- Sick Leave
- Annual Leave
- Nationwide leave transfer program

You **should** have/be:

- A bachelor's degree
- Demonstrated experience coordinating Continuing Legal Education (CLE) accreditation
- Extensive experience creating databases, reports, and presentations in Microsoft 365 applications, including Excel, Word, and PowerPoint,
- Professional demeanor, organized and ready to play a customer service role for various stakeholders
- Ability to remain calm and focused in high-pressure circumstances and to make timely, well-reasoned decisions
- Engaged and reliable team player with excellent interpersonal, critical thinking, and analytical skills
- Meticulous attention to detail with history of completing projects and tasks on time
- Independent thinker, resourceful, creative, with sound professional judgement
- Flexible and proficient in multitasking effectively
- Adaptable team player willing to handle a diverse range of day-to-day administrative tasks as required

- Worker's Comp
- Disability Retirement
- Family and Medical Leave
- 12-weeks paid parental leave
- Education and training
- Awards (cash, time-off)
- Telework options

Overnight travel required up to six times per year.

Certified Meeting Professional certification preferred.

Apply. Send a letter of interest, resume, and three professional references in a single pdf document to ksfpd@fd.org. Preference will be given to applications received by May 1, 2024. We may fill current and future positions from this position announcement. No phone calls, please.