



Position Available
Communications Director
Michigan Supreme Court
Salary \$85,002 - \$113,482

The Michigan Supreme Court seeks an experienced communications professional to serve as the Communications Director. The overall mission of the Director is to create and implement the communications vision and strategy for the Supreme Court and State Court Administrative Office, while educating and assisting both media and the public to understand the role and function of Michigan's courts. The Director provides advice to various appellate and trial court officials on communications issues, and provides strategies for dealing with complex issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Additional duties may be assigned)

- Create a comprehensive communications strategy, in partnership with senior leaders, that will enable the organization to maximize its impact and broaden public and media understanding of the Judicial Branch;
- Serve as the communications "visionary," consistently bringing an understanding of communications trends, best practices, and technologies and how these might be best utilized given the Supreme Court's organizational goals and resources;
- Act as media liaison/spokesperson for the Michigan Supreme Court and State Court Administrative Office in response to inquiries and requests from the media and the public; including media outreach, events, and speaking strategy;
- Execute an internal communications plan to connect the organization's communications goals with the organization's overall goals and foster connections between the communications department and other divisions; advise internal groups and help each to identify effective communications strategies;
- Assist Michigan trial court judges and their court staff in their response to inquiries from media and the public;
- Write and distribute press releases, Op-Ed articles, speeches, newsletter articles, annual reports, website content, and other informational materials; assist with internal communications to judges and court employees;
- Develop and maintain constructive relationships with key external constituencies, including the media, bar, law schools, colleges and high schools, community leaders/organizations, and government entities;
- Plan, supervise, and promote annual and special events for the Michigan Supreme Court; and assist with promotion of projects and special events in coordination with the trial courts;
- Serve as a member of the executive management team and partner with leaders throughout the organization to advise them on how best to leverage the power of communication strategies to advance the work of the organization.

EXPERIENCE AND SKILL:

- Proven experience (minimum 7 years) in journalism, public relations, or related field;
- Minimum of 5 years' experience working effectively with the media;
- 5 years' experience working effectively with senior-level executives;
- Experience in developing and executing communications plans and measuring their effectiveness;
- Proven skill in presenting information clearly and concisely both orally and in writing in a variety of settings;
- Strong digital communication skills and experience with the use of social media and websites;
- Superior organizational, project management, and creative skills, along with the ability to multitask in stressful environments;
- Sound judgment and strong analytical and critical thinking skills;
- Excellent interpersonal and collaborative skills;
- Highest level of personal integrity;
- Familiarity with Michigan government, the court system, and the legal system is desirable.

EDUCATION: A bachelor's degree from an accredited college or university required. An advanced degree in English, communications, journalism, public relations, law, or related field is preferred.

WORK LOCATION: Hall of Justice, Lansing, Michigan. Occasional travel to worksites throughout the state is required.

TO APPLY: Please send your cover letter and resume in Microsoft Word® or Adobe Acrobat® to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and résumés may be mailed to: Supreme Court Human Resources, Attn: Communications Director, P.O. Box 30052, Lansing, MI 48909.

APPLICATION DEADLINE: FEBRUARY 5, 2014

AN EQUAL OPPORTUNITY EMPLOYER