



Position Available
Public Information Manager
Michigan Supreme Court
Salary \$58,610.16 - \$76,462.56

The Michigan Supreme Court is looking for qualified applicants for the position of Public Information Manager. The position reports to the Communications Director and supports court activities statewide. Essential duties for the position are listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respond to routine inquiries from the press and the public regarding MSC-related issues, including queries about court opinions, orders, and rules as well as court administration.
- Respond to inquiries from judges and court administrators regarding communications issues.
- Write press releases, newsletter articles, opinion pieces, Twitter and Facebook posts, and other materials.
- Review and edit all written information produced by the Michigan Supreme Court (MSC) prior to distribution to ensure a high level of writing as well as consistent messaging.
- Arrange media interviews with justices, MSC staff, and members of the judiciary in support of content strategy.
- Prepare speeches, PowerPoint presentations, and talking points for justices and MSC staff.
- Act as key content development liaison with MSC staff and members of the judiciary to identify potential content for distribution.
- Transform materials received from MSC staff and members of the judiciary into content appropriate for distribution.
- Develop and maintain external communication channels that will use MSC-generated content.
- Develop and maintain internal communication channels, including newsletters and intranet sites.
- Analyze feedback and make recommendations to improve content development and distribution, both internally and externally.
- Maintain database of media and other public contacts.
- Monitor news feeds and social media for issues of interest to MSC.
- Assist in the development of content management guidelines for use by trial courts.
- Provide input, support, and limited supervision regarding court outreach initiatives such as Adoption Day, Law Day, and Constitution Day.

EDUCATION AND EXPERIENCE: The job requires at least five to seven years of public relations experience in a fast-paced environment with increasing levels of responsibility in a business or government setting. A bachelor's degree in communications, public relations, or related field is required. A law degree is recommended, but not required. Excellent writing skills, combined with the ability to simplify complex materials and draft engaging content for the general public, are required. Extensive experience with social media strategy, developing multimedia content for social networks, and web content management systems is strongly recommended.

WORK LOCATION: Lansing, Michigan

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 resumes may be mailed to: Michigan Supreme Court, Human Resources Department, Attn: Public Information Manager, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: MAY 30, 2014

AN EQUAL OPPORTUNITY EMPLOYER