

JOB ANNOUNCEMENT

Events & Administrative Coordinator

Reports to: Director of Operations · Full-Time · Fully Virtual · Occasional Travel Required

Very few coordinator roles sit at the intersection of justice, leadership, and learning. This is one of them.

The Federal Defender Leadership Center was established in 2023 with a clear and urgent charge: every client deserves the very best representation the federal defender community has to offer. Meeting that standard requires leaders who are as committed, skilled, and mission-driven in their leadership as they are in their defense of human and constitutional rights. That is an extraordinary responsibility — and those who carry it deserve the training, support, and resources to do it well.

We are a small, high-performing team operating in a start-up environment with real purpose at its core. We move fast, think creatively, challenge each other, and care deeply about the work. The Events & Administrative Coordinator will help build something that matters — owning the logistics and execution of events that bring the federal defender community together to learn, grow, and lead.

ABOUT THE FEDERAL DEFENDER LEADERSHIP CENTER

The Leadership Center is dedicated to cultivating a culture of inspired leadership within the federal defender community — developing the next generation of leaders, strengthening current ones, and building the systems and programs that make leadership development sustainable over time.

We are embedded within the federal public defender system and operate as a fully virtual organization. Our team is small by design — every role carries real ownership, real visibility, and real impact. We are in an active building phase, which means this is an opportunity to contribute to something from the ground up.

We are a proud equal opportunity employer whose central mission is to keep people out of prison through holistic representation, collaboration, and education. Federal public defender 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. 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.

THE OPPORTUNITY

This is an opportunity for an organized, detail-oriented professional to support a mission-driven team through virtual and in-person event coordination and day-to-day administrative operations. As Events

& Administrative Coordinator, you will help manage training events, team and event calendars, contract administration, and a range of administrative tasks that keep the team running smoothly.

Working closely with the Meeting Planner and reporting to the Director of Operations, you will bring strong coordination, follow-through, and flexibility to a role that supports both exceptional event experiences and effective internal operations.

If you need a highly structured environment with every task defined in advance, this isn't your role. If you are energized by variety, ownership, and work that connects directly to a mission that matters — read on.

WHAT YOU WILL DO

In-Person Event Planning & Execution

- Own end-to-end logistics for in-person training events and conferences ranging from 10 to 50 attendees — from site selection and vendor communication through on-site execution and post-event reconciliation
- Coordinate attendee travel, accommodations, on-site logistics, and vendor relationships, ensuring a smooth, professional experience for all participants
- Develop and maintain event planning documentation, including timelines, run-of-show materials, and post-event follow-up

Virtual Event Coordination

- Collaborate with the Meeting Planner on virtual training events, taking responsibility for platform logistics and participant communications.
- Develop and refine virtual event workflows and documentation to support consistent, high-quality participant experiences
- Serve as a skilled, welcoming host for virtual Zoom workshops and team meetings, managing registration, breakout rooms, polls, and real-time troubleshooting

Administrative Support

- Provide administrative support to the Co-Directors and team members, including scheduling, travel coordination, correspondence, and team calendar management
- Support contract administration and operational processes by maintaining organized records, internal communications, and document systems
- Assist with team logistics and ad hoc administrative tasks in a fast-moving, start-up-style environment, helping day-to-day functions run smoothly

WHAT YOU BRING

You must have / be:

- Committed to the mission of the Leadership Center and the Federal Public Defender Program
- Eager, flexible and able to thrive in a fast-paced, virtual team environment

- At least 3 years of experience planning and executing events, conferences, or trainings — including in-person events
- Experience coordinating with hotels or other event suppliers
- Demonstrated experience managing virtual events on Zoom and/or Microsoft Teams, including hosting and technical troubleshooting
- Strong organizational skills and exceptional attention to detail — someone who follows through and catches what others miss
- Excellent written and verbal communication skills, with a warm and professional presence
- Ability and willingness to travel for events as needed.
- Proficiency in standard office tools (Microsoft Office or equivalent), Project management systems like Asana, and calendar management systems.

What will set you apart:

- Experience managing event budgets
- Experience serving as an on-site lead or primary point of contact at events
- Familiarity with participant registration systems or event management platforms
- Experience providing executive or administrative support to senior leaders
- A genuine customer-service orientation that extends to every participant interaction
- Interest in the legal, public service, or nonprofit sector
- Comfort in a start-up-like environment — scrappy, self-directed, no big team behind you

HOW TO APPLY

Please submit a resume and a brief cover letter describing your interest in this role and your relevant experiences planning and executing events. We encourage candidates from all backgrounds to apply.

We are an equal opportunity employer committed to building a diverse and inclusive team.

EMPLOYMENT STRUCTURE | SALARY AND BENEFITS

The Events & Administrative Coordinator will serve as an employee of a Federal Public Defender Office (FPDO) and will be supervised by the Leadership Center staff. The FPDO and the Leadership Center are separate and independent of the Administrative Office of the U.S. Courts and its Defender Services Office. This structure provides the stability and benefits of federal employment alongside the dynamic, start-up culture of the Leadership Center itself — an unusual and genuinely attractive combination.

*** Salary and Benefits:**

Leadership Center staff are federal employees whose salaries are based on years of experience and include a locality adjustment. The salary range listed in this announcement is based on the Judiciary Salary Plan locality of "Rest of United States" which applies to certain parts but not all of the country. To find the salary range including the locality adjustment for the geographic region where you live, which

could be higher, please use this Judiciary Salary Plan link. The salary range for this position \$63,795 - \$82,938 (plus locality), a range from JSP-11, Step 1 to JSP-11, Step 10. View generous benefits, please us this [Judiciary Benefits Plan link](#).

ACCESSIBILITY

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact us at NVX_LeadershipCenter@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

HOW TO APPLY

We are reviewing applications on a rolling basis and will move quickly for candidates who are a strong match. First review will occur on August 10, 2026. To apply, please submit the following, in a single pdf via [this LinkedIn Application](#).

- A current resume highlighting relevant experience event coordination, administrative operations, and organizational support
- A cover letter — not a form letter. Tell us about a time you brought structure to an ambiguous or rapidly evolving environment —ideally related to events or office operations—and what you learned from it
- Optional: Share a brief example of an event, system, or administrative process you created or significantly improved, including your specific impact
- References will be required from candidates selected for interview