



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Communications Specialist (OPS)

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 22094036

Closing date: Open until filled

Education: Bachelor's degree

Type: Full -Time

FLSA: Non-Exempt

Shift: Day

Salary: \$22.91HR/\$47,663.37Annual

Location: Orlando, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/communications-specialist-ops>

Position description

Communications Specialist (OPS) position is responsible for creating and writing circuit messaging while maintaining voice, style, and brand consistency across digital and print platforms. The position offers an excellent entry level opportunity for the right candidate interested in managing and creating written and graphic content for social media and internal newsletters while also assisting with researching and drafting copy for the website, intranet, wayfinding, educational materials, department collateral, and other internal/external communications. The position will also take a leading role in developing content for group tours and serving as tour guide. Other duties include photographing circuit events, supporting department projects, and assisting with coordination and scheduling of judicial events and outreach.

The ideal candidate will have experience and training in copywriting, project conceptualization, print and web layout, proofreading, and editing. Must have a working knowledge of Twitter, Facebook, Instagram, and LinkedIn. Proficiency in Constant Contact, the Microsoft Office Suite, and Canva is preferred. Bachelor's degree in communications, journalism, English or a closely related field.

This is a State funded OPS position starting at \$22.91/hour. OPS hourly employees may be eligible for insurance coverage. This position is full time 40 hours per week with all work performed on site at the Orange County Courthouse. It is not eligible for holiday pay, sick or vacation time.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity. Depending on certain circumstances, OPS employees may also be eligible for:

- Affordable Health Benefits
- Optional Vision, Dental, Life and Supplemental Insurance
- Multiple Deferred Compensation Options
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities