



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1442

POSITION TITLE: SPECIAL PROJECTS COORDINATOR **JG: NS**
(THE HON. BETTY WEINBERG ELLERIN COMMITTEE ON WOMEN IN THE COURTS)

LOCATION: OFFICE FOR JUSTICE INITIATIVES
NEW YORK, NY

BASE SALARY: \$110,000 - \$140,000 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of relevant experience or Master's degree from an accredited college or university and six (6) years of relevant experience; or An equivalent combination of education and experience.

ASSIGNMENT: The Hon. Betty Weinberg Ellerin Committee on Women in the Courts is pivotal in striving for equal justice, fair treatment, and opportunities for women within the courts, addressing issues relevant to women litigants, attorneys and court employees, among others. The Committee also acts on behalf of constituencies that range from domestic violence victims to immigrant women and from sexually harassed employees to self-represented matrimonial litigants. The committee was instrumental in the creation of a statewide network of human trafficking intervention courts.

Under the general direction of the Office for Justice Initiatives, the Special Projects Coordinator will report to the Chair(s) of the NYS Judicial Committee on Women in the Courts and serve as staff to the statewide committee. This position will be responsible for tackling the challenge of assuring equality and fair treatment for all women whose lives bring them into New York State's Courts. Duties include, but are not limited to:

- Communicate with state committee members, local committee chairs, and sub-committee chairs.
- Keep members and local committees apprised of relevant programs, CLE programs, relevant current events relative to the status of women in the profession and generally, and court administration bulletins and policy directives.
- Respond to requests for programs and public and individual inquiries regarding discriminatory conduct within the court system and the greater community.
- Serve as liaison with other UCS committees, task forces, and affinity groups.
- Work with the Chair(s) to develop CLE and educational programs internally and with outside partners such as bar associations, schools, and nonprofit organizations.
- Perform all administrative tasks related to the functioning of the Committee and its members.
- Support the function of sub-committees which are formed as needed to address the broader goals of the Committee.
- Serve as a resource to all local gender fairness committees statewide.
- Create and update Committee publications including gathering annual reports of local gender fairness committees to combine into a statewide annual report of local level efforts, the Lawyers Manual on Domestic Violence, and other documents.
- Keep abreast of relevant current and new issues to address through education and policy development.

Candidates should be able to work independently within the parameters set by the Chair(s) and to coalesce with other UCS and external groups to advance the status of women in the courts and gender fairness generally. Candidates must have ability to identify emerging issues and make recommendations to the Chair(s) for response. Some travel is required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter via email to DCAJ-OJI@nycourts.gov or by mail to:

Hon. Edwina G. Richardson
Deputy Chief Administrative Judge for Justice Initiatives
25 Beaver Street
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM](#)

POSTING DATE: May 3, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 31, 2024

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