

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 23, 2024

Reference No.: FY 24-13

Position Title: Event Planning Intern
Location: Office of Legal Affairs, New York, NY
Salary Range: \$22 to \$25 per hour (Depending on experience and qualifications.)
Closing Date: May 31, 2024

The Civil Appeals Mediation Program (“CAMP”) for the Second Circuit Court of Appeals seeks a summer intern to assist with planning the office’s 50th anniversary.

Position Overview: The event planning intern will assist in organizing and coordinating various aspects of the event, including creating events displays for inclusion in a video and permanent installation, researching and organizing archival documents, coordinating with bar associations about presentations, overseeing invitation lists and communications, and other tasks related to implementation.

Required Qualifications: The position requires a high school diploma or equivalent and either: (i) two years (60 semester or 90 quarter hours) of event-planning type education beyond high school, or (ii) two years of event planning work experience involving progressive responsibility, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. To qualify for a higher rate of pay, applicants must have an additional year of experience that is in, or closely related to, the work of the position.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay required.

To Apply: Please submit: (i) a cover letter setting forth your interest and qualifications, whether you are seeking a full-time or part-time position, and two professional references; (ii) a résumé; and (iii) a sample of your work (if available) by email to camp_applications@ca2.uscourts.gov -- subject line: Event Planning Intern, Reference No. FY 24-13. Please also include Reference No. FY 24-13 on your cover letter.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL
OPPORTUNITY EMPLOYER.**