



# Program Manager

## Office of Judicial Education

### Wisconsin Court System

The Wisconsin Court System is seeking a Program Manager with experience in program development, event management, and compliance support. The Program Manager provides professional leadership and coordination in the development, planning, and delivery of education programs for the Wisconsin judiciary. This position has overall responsibility for serving as a primary liaison between the Office of Judicial Education, program committees, and faculty to ensure high-quality educational content and seamless event execution. The Program Manager leads assigned judicial education programs from initial concept through completion, with an emphasis on developing program content, recruiting and coordinating faculty, managing venues and contracts, and ensuring compliance with Supreme Court Rule requirements.

Individuals who have prior coursework or experience in program/public administration, continuing education, or event coordination are encouraged to apply. Candidates must be detail and organization oriented, have strong interpersonal skills, sound legal judgment, be able to collaborate, and have a commitment to providing high-quality services to the Wisconsin Court System.

**LOCATION:** Madison, WI

**SALARY:** Starting salary will be \$65,703 - \$79,495 annually, with a State of Wisconsin benefits package.

#### **RESPONSIBILITIES:**

1) Plan, organize, and execute judicial education programs, including multi-day conferences, seminars, and workshops. 2) Coordinate and support faculty and speakers to ensure effective content delivery. 3) Serve as the primary contact for assigned programs, managing communications with faculty, venues, and participants. 4) Ensure logistical details such as meeting rooms, hotel blocks, catering, AV needs, and registration systems are properly arranged. 5) Attend events to provide on-site support and oversight. 6) Ensure the Office of Judicial Education's activities and records adhere to applicable Supreme Court Rules. 7) Support compliance with statutes and Supreme Court Rules by assisting with responses to public-records requests and coordinating review processes related to judicial privacy protections.

#### **QUALIFICATIONS:**

1) Bachelor's degree in law, public administration, education, or related field or equivalent education and experience. 2) Minimum of three years of professional experience in program administration, continuing education, or event coordination. 3) Excellent knowledge of adult learning principles or education administration, program development, content curation, and grammar & editing principles. 4) Good knowledge of legal concepts & research, and venue management. 5) Working knowledge of contracts and procurement. 6) Skill in organization, analytics, project management, Microsoft Office (Word, Excel, PowerPoint, Outlook) and cloud-based file sharing systems. 7) Skill in written and verbal communication, with attention to accuracy and tone. 8) Ability to exercise good judgment, discretion, and professionalism, particularly during interactions with judges, faculty, and vendors.

#### **Preferred Qualifications:**

1) Juris Doctor (JD) degree or equivalent experience in the legal field. 2) Experience developing or coordinating professional or continuing legal education programs. 3) Experience managing contracts for events or conferences. 4) Experience developing legal education programs for judges, attorneys, or other legal professionals. 5) Working knowledge of judicial branch operations 6) Ability to interpret and apply Supreme Court Rules and administrative procedures.

#### **SPECIAL REQUIREMENTS:**

1) Employment will require a criminal background check. 2) Must meet the minimum standards for driving a state vehicle and be willing to travel in-state for events. 3) Must be able to travel throughout the State of Wisconsin around once per month with typically 3-4 overnights per event. 4) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

#### **TO APPLY:**

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#26-2606 Program Manager** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

#### **DEADLINE:**

In order to be assured consideration, applications must be received by 11:59 PM on February 10, 2026. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system, visit our website at [www.wicourts.gov](http://www.wicourts.gov).

*Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.*

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**