



# Executive Director

Interbranch Commission for Gender, Racial and Ethnic Fairness

Location: Harrisburg /Philadelphia/Pittsburgh; state-wide travel required

Posting Date: 3/16/2023

Starting salary will depend upon the qualifications and employment history of the selected candidate.

## Description

The Executive Director is the chief executive officer of the *Interbranch Commission for Gender, Racial and Ethnic Fairness* and is responsible for identifying, facilitating, and promoting the work of the Commission. The Executive Director also represents the Commission in interactions with other branches of state government and other entities that address issues relevant to the mission of the Commission.

## Typical Duties

- Directs the implementation of recommendations of the Final Report of the Pennsylvania Supreme Court Committee on Racial and Gender Bias in the Justice System.
- Identifies other issues relevant to the mission of the Commission.
- Organizes and directs the work of the Commission's committees.
- Collaborates with national, state, and local organizations that address issues relevant to the work of the Commission.
- Collaborates with national, state, and local bar associations on Commission initiatives.
- Directs research on issues related to the Commission's initiatives.
- Prepares Commission reports on substantive Commission initiatives.
- Serves as liaison to members of the state legislature, Governor's office, and the judiciary.
- Coordinates efforts to raise public awareness of Commission work, including conducting public presentations about, and otherwise promoting, the Commission's initiatives and its mission.
- Coordinates election of Commission officers.

## Minimum Qualifications

- Graduation from an ABA-approved school of law.
- Admission to and a member in good standing of the Bar of the Supreme Court of Pennsylvania AND
- Extensive knowledge of and experience with the Pennsylvania justice system, especially court proceedings.

## Additional Qualifications/Preferences

- Demonstrated commitment to social justice.
- Strong administrative and leadership skills.
- Ability to motivate and foster relationships with individuals and organizations in support of Commission's mission.
- Ability to exercise tact and diplomacy in promoting the Commission's mission.
- Ability to travel as necessary.
- Knowledge of community and other resources available to assist in the implementation of Commission's initiatives.
- Satisfactory criminal background check required.

## How to Apply

Submit a resume and cover letter to:

### **AOPC Human Resources**

601 Commonwealth Ave.

P.O. Box 61260

Harrisburg, PA 17106

(717) 231-3309

OR [Human.Resources@pacourts.us](mailto:Human.Resources@pacourts.us)

## About Us

Established in 2005, the Interbranch Commission is considered a model among the nation's courts for addressing bias.

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