



Office of Civil Rights & Wage Enforcement

MEDIATION COORDINATOR

Job Description

The Office of Civil Rights & Wage Enforcement is seeking a Mediation Coordinator who will serve the Civilian Review Board and help implement the new mediation track. The Mediation Coordinator will be responsible for coordinating the mediation process between the Civilian Review Board complainants, Baltimore City Police officers, and the organization providing the mediators.

The Mediation Coordinator will conduct initial intakes with complainants as well as the police officers. The Mediation Coordinator is responsible for all correspondences from the Office to the parties involved. The Mediation Coordinator may conduct other duties as assigned.

About the Office:

The over-arching mission of the Office of Civil Rights (OCR) is to carry out activities to eliminate discrimination and protect individuals' civil rights. To that end, the Office of Civil Rights houses three distinct commissions: Community Relations Commission, the Wage Commission and the Civilian Review Board. The Civilian Review Board of Baltimore City is the only independent agency in the city authorized to investigate the police. The Civilian Review Board takes complaints that allege the use of excessive force, abusive language, harassment, false arrest, and false imprisonment. The Civilian Review Board also has the power to review Police Department Procedures and make recommendations to the Police Commissioner.

Qualifications:

A high school diploma is required plus four years of work experience. An Associate's or Bachelor's degree or certification is desired. A college degree can substitute for work experience.

Skills & Abilities:

- Excellent oral and written communication and interpersonal skills;
- Excellent organization, administrative and compliance-oriented skills;
- Ability to troubleshoot, take initiative and problem-solve;
- Ability to juggle multiple tasks and work well with many different personalities; and
- Desire to work in a collaborative, proactive, and multicultural team environment.

Compensation:

20 hrs/ week. \$25,000

To Apply:

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position to:

Kisha A. Brown, Director
Office of Civil Rights & Wage Enforcement
7 E. Redwood Street, 9th Floor
Baltimore, MD 21202
civilrights@baltimorecity.gov

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