



CITY OF BALTIMORE
Department of Human Resources
7 E. Redwood Street, 16th Floor
Baltimore, MD 21202
(410) 396-3860 711(TTY)
www.baltimorecity.gov

**INVITES APPLICATIONS FOR THE POSITION OF:
Equity Community Outreach Coordinator - Office of
Equity & Civil Rights**

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 11/22/22
CLOSING DATE: 1/10/2023

CLASS DESCRIPTION:

THIS IS A NON-CIVIL SERVICE POSITION

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Equity Community Outreach Coordinator**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

Essential Duties and Responsibilities (not inclusive)

- Assist in the development of goals and objectives that support the Equity Ordinance and align with the support provided to external stakeholder, by "closing gaps in the agency's policy, practice and allocation of Baltimore City resources so that race, gender, religion, sexual orientation(s), and income do not predict one's success while also approving outcomes for all."
- Represent the Office of Equity and Civil Rights at community related events within Baltimore City and in the community; network with those in attendance to increase awareness of educational resources and seek community feedback on how we can help improve and then connect them with studies in which they may have an interest and/or would be willing to be a participant; Identify stakeholders pertinent to the equity initiative.

- Develop external processes to help identify opportunities to ensure effective communication with stakeholder groups related to community improvement activities and other pertinent information. Design recruitment flyers; assist with media interviews and news articles to disseminate information about the research studies. Collaborates with internal public/media to determine best ways to reach differing audiences, such as Twitter, Facebook, and other social media recruitment options and periodic newsletters.
- Identify and build relationships with community agencies and nonprofits, local colleges, and other community organizations.
- Participate in community activities, in order to continue to build community trust and engagement. Facilitates informational sessions, when appropriate. Initiate follow up with community contacts made via e-mail and phone to maintain community relationships. The focus will be on developing, implementing and supporting this initiative in a way that is successful both in community participation and in measurable result that improve communities.
- Function as a liaison between the Mayor's Office of Neighborhoods and other City agencies to align with community initiatives and outreach efforts; Coordinate with Equity Coordinators and Community Liaisons within City government
- Collaborate in developing community events and town hall. Assist with Youth program implementation.
- Assists in drafting the Annual Report required by Equity Ordinance 18-160.
- Conduct/participate in training and ongoing capacity building regarding diversity, equity and inclusion to then be integrated into the agency's existing training programs.
- Other related duties as necessary.

Knowledge and Skills

- Excellent presentation and verbal and written communications skills.
- Computer Skills: Ability to utilize computer applications such as spreadsheet and word processing programs.
- Compile, analyze, interpret, and report research findings
- Knowledge of the principles and techniques of administration.
- Ability to evaluate data, compare data to existing standards and draw conclusions.
- Ability to apply and interpret rules, regulations, and procedures.
- Ability to gain the cooperation of and cooperate with others. Ability to express ideas, both orally and in writing.
- Ability to assign, review and approve the work of others.
- Ability to effectively communicate with the public and collaborate and partner with local jurisdictions and agencies.

- Ability to make effective oral presentations.
- Proven ability to build good, effective working relationships with staff at various levels of an organization.
- Ability to work independently with minimal supervision.
- Demonstrated ability to handle multiple projects and varying topics simultaneously.
- Proven ability to quickly learn and get up to speed on a variety of subject matters.
- Ability to handle sensitive situations with tact and diplomacy.
- Ability to communicate clearly and concisely, both orally and in writing. ?

Education and Experience

A Bachelor's degree from an accredited college or university and two years of experience in program evaluation, coordination, planning or supervision._

LICENSES, REGISTRATIONS AND CERTIFICATES

Not Applicable.

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

Financial Disclosure: Under Sections 7-7, 7-8, and 7-9 of the Ethics Law outlines the City officials and employees who are required to file. Each year, the Ethics Board, in collaboration with City agencies and the Department of Human Resources, identifies required filers based on the Ethics Law's criteria.

These positions typically include:

As a general matter, the following public servants must file financial disclosure statements:

- Officials and many non-clerical employees of City agencies and instrumentalities (§§ 7-7 and 7-8);?
 - *"Non-clerical" means any compensated public servant who is not employed solely in a secretarial, clerical, or custodial capacity.*
- Members of most City boards and commissions (§§ 7-7 and 7-8);?
- Individuals filling procurement, enforcement, and legislative liaison functions (§ 7-9);
- Individuals vacating any of these positions (§ 7-11).
- Individuals filling a vacancy in any of these positions (§ 7-12).
- Candidates for qualifying elected positions (§ 7-13).
- Designees of the Mayor and of the City Council President (§ 7-14).?

To Apply: (Job open until filled)

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to Khadeja.Farahmand@baltimorecity.gov. Please include "Community Outreach Coordinator" in the subject line.

Baltimore City is an Equal Opportunity Employer

SELECTION PROCESS:**MINIMUM QUALIFICATIONS:****SUPPLEMENTAL INFORMATION:**

APPLICATIONS MUST BE FILED ONLINE AT:

7 E. Redwood Street
16th Floor
Baltimore, MD 21202
410 396-3860
711 (TTY)

pat.williams@baltimorecity.gov

Position #08034NCS
EQUITY COMMUNITY OUTREACH COORDINATOR - OFFICE OF
EQUITY & CIVIL RIGHTS
JADE GLENN