



CITY OF BALTIMORE  
Department of Human Resources  
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[www.baltimorecity.gov](http://www.baltimorecity.gov)

**INVITES APPLICATIONS FOR THE POSITION OF:**  
Equity Training Coordinator for the Office of Equity and Civil Rights  
**An Equal Opportunity Employer**

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OPENING DATE: 2/22/2023

CLOSING DATE: Posted until filled

**CLASS DESCRIPTION:**

**THIS IS A NON-CIVIL SERVICE POSITION**

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

Title: **Equity Training 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 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, Article 1 Section 39 of the Baltimore City Code, and align with the support provided to external stakeholders, by “closing gaps in [all agencies’] 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.”
- Develop and implement the organization’s short-term and long-term Diversity, Equity, Inclusion, and Accessibility training strategy in consultation with the Chief Equity Officer and Deputy Chief Equity Officer.
- Lead the identification of suitable training and development solutions, utilizing earmarked funds
- Design and execute scalable trainings and programs, including toolkits, workshops, and job aides that strive to more deeply embed Diversity, Equity, Inclusion, and Accessibility principles through learning and collaboration.
- Translate discussions and research findings into thoughtful, informed insights, recommendations, and other deliverable products; and communicate perspectives in clear, compelling ways.
- Facilitate group and/or one-on-one training to Baltimore City leadership, Office of Equity and Civil Rights staff, as well as city agency Equity Coordinators and others stakeholders, which usually entail complex, nuanced discussions.
- Collaborate with internal and external partners to assess Diversity, Equity, Inclusion, and Accessibility training offered by agencies throughout the entire City government.
- Cultivate and maintain a broad network of relationships with community-based organizations to develop community events, community conversations, and town halls.
- Help manage project logistics and coordination as needed.
- Represent the Office of Equity and Civil Rights at community related events within Baltimore City to increase awareness of educational resources and seek community feedback from stakeholders.
- Manage internal communications regarding Diversity, Equity, Inclusion, and Accessibility training and development opportunities.

Share timely content and your own insights in team discussions to make meaning of the rapidly changing socio-political context around us and the emergent best practices in equitable government policy, practices, and procedures.

- Evaluate development needs of agency staff, the administration, City Council, agency leaders, and other stakeholders.
- Assist with Youth program implementation.
- Assist in drafting the Annual Report required by Equity Ordinance 18-160.
- Support the creation of an Equity Coordinator publication such as blog posts and e-newsletters.
- Other related duties as necessary.

### **Knowledge and Skills**

- Passion for pursuing equity, civil service, and social justice.
- Knowledge of Diversity, Equity, Inclusion, and Accessibility principles.
- Ability to remain up-to-date on ever-evolving Diversity, Equity, Inclusion, and Accessibility ideologies and principles.
- Inter-/multidisciplinary thinker; familiarity with human-centered design.
- Excellent presentation, as well as verbal and written communications skills.
- Ability to utilize computer applications such as Prezi, Canva, and Microsoft PowerPoint, Excel, Word, and Teams, as well as experience utilizing Asana or other project management software.
- Track, compile, analyze, interpret, and report findings based on trainings.
- Knowledge and understanding of the Mayor's pillars, as well as the guiding principles and techniques of administration.
- Experience facilitating inclusive, and often difficult, discussions with diverse (in many respects) participants, and mitigating power differentials.
- Ability to evaluate data and compare data to existing standards and draw conclusions.
- Ability to apply and interpret rules, regulations, and procedures.
- Proven ability to build good, effective working relationships with staff at various levels of the agency, the administration, and overall city government.
- Ability to gain the cooperation of and cooperate with others.
- Ability to assign and review the work of others.
- Ability to assess and provide feedback in a constructive manner.
- 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.

### **Education and Experience**

- A Bachelor's degree from an accredited college or university
- Three (3) years of training experience in program evaluation, coordination, and planning.

### **LICENSES, REGISTRATIONS AND CERTIFICATES**

- Diversity, Equity, Inclusion, and Accessibility certification

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](mailto:Khadeja.Farahmand@baltimorecity.gov). Please include "Equity Training Coordinator" in the subject line.

Baltimore City is an Equal Opportunity Employer