



CITY OF BALTIMORE

Department of Human Resources

7 E. Redwood Street, 16th Floor

Baltimore, MD 21202 (410) 396-3860 711(TTY) [www.baltimorecity.gov](http://www.baltimorecity.gov)

**INVITES APPLICATIONS FOR THE POSITION OF:**

Community Outreach Coordinator For the Office of Equity and Civil Rights

**An Equal Opportunity Employer**

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OPENING DATE: 2/3/2023

CLOSING DATE: posted until filled

**CLASS DESCRIPTION:**

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

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

Title: **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.

The Police Accountability Board (PAB), mandated by the Maryland Police Accountability Act of 2021 and created in Baltimore by City Council Bill 22-0234, is an independent body of 17 civilian members tasked with the intake of all police misconduct complaints involving a member of the public, holding regular meetings with the heads of law enforcement, reviewing policy and data issues on policing issues, and disseminating public reports about the state of police misconduct. The Administrative Charging Committee (ACC), mandated by the Maryland Police

Accountability Act of 2021, is body of five civilian members who review the investigations for the complaints filed with the PAB and decide on disciplinary outcomes.

### **Essential Duties and Responsibilities (not inclusive)**

- Assist in the development of goals and objectives that support the Police Accountability Law 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 Police Accountability and transparency.
- Utilizes the services, programs, and activities of many different and diverse organizations to develop coalitions with special emphasis on proactive involvement, teamwork, commitment, awareness and sensitivity of community and police misconduct issues and problems.
- Works with individuals and groups to develop strategies and measures to encourage and promote community involvement and broad-spectrum governmental support in programs that address Police Misconduct prevention
- 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.
- Analyzes community needs, develops communications strategies, and provides direct support to community and government leaders designed to effective criminal justice activities consistent with PAB priorities and programs.
- 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 BPD and Community Liaisons within City government
- Collaborate in developing community events and town hall. Assist with Youth program implementation.
- Conduct/participate in training and ongoing police misconduct awareness programs
- Establishes working relationships with public officials, community and civic organizations and State and local in order to keep apprised of all tension and crisis situations and obtain a cross-sectional assessment of any such situations.
- Provide assistance to victims of police misconduct and provide a report to PAB the analysis of the relative seriousness of each tension or crisis situation and recommends appropriate responses.
- Other related duties as necessary.

### **Knowledge and Skills**

- Knowledge of a wide range communication principles, practices, techniques and methods in order to analyze community police misconduct, prevention needs and conduct workshops and training seminars.
- Ability to communicate orally and in writing in order to develop and disseminate informational materials, express the PAB's position, and gather community support.
- Knowledge and skill sufficient to conduct workshops, seminars and meetings with community officials; federal, state and local government officials; and, members of the general public.
- General knowledge of law enforcement agencies, and criminal laws, Civil Rights Laws and comprehensive knowledge federal, state and local law, services and activities to assist communities in enhancing police accountability objectives and goals.

- Ability to meet and deal with persons of varied levels and backgrounds and skill in negotiating and coordinating the work of federal, state and local groups and agencies in order to build effective community coalitions.
- 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 apply and interpret rules, regulations, and procedures.
- Ability to gain the cooperation of and cooperate with others. Ability to express ideas.
- 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.

### **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](mailto:Khadeja.Farahmand@baltimorecity.gov). Please include "Community Outreach Coordinator" in the subject line.

Baltimore City is an Equal Opportunity Employer