



Position Announcement

Today's Date: 09/12/2016

Posting #: 8455

Job title: Project Assistant

FLSA/ Code/ Status: Non-Exempt /01224/ CUB unrepresented

Location: MOED Admin Offices / 417 E Fayette St., Balt MD 21202

Salary: Starting rate \$35,242

Status: Temporary No Benefits (position ends 6/30/2017)

Position Overview:

Positions will serve as a project assistant for the One Baltimore for Jobs (1B4J) grant for the Mayor's Office of Employment Development (MOED). Responsibilities include assisting the 1B4J Project Coordinator performing a variety of administrative duties to support and oversee the implementation the 1B4J grant objectives.

Essential Job Duties:

- Serve as the secondary point of contact for all 1B4J grantees
- Record meeting minutes and follow up with meeting attendees as needed
- Schedule Internal and external meetings
- Support performance reporting from vendors to MOED and MOED to the state
- Manage 1B4J email address
- Record Monitoring visit notes and assist with follow up and compilation of reports afterwards
- Supporting meeting setup with documents and AV support
- Maintain active list of city agency and 1B4J point of contact (POC) and communicate with POCs regularly
- Provide administrative staff support to the Project Director and Coordinator and/or Agency Director as required
- Support the implementation of the community engagement strategy that informs the public of the services available and provides an opportunity for residents to access services; (support with meetings and follow up with volunteer members of the committee)
- Support partnership development and public outreach;
- Support the implementation of an evaluation plan to track the progress of training, the impact of the support services, and the internal activities that lead to the program's success or inhibit its progress;
- Support the implementation of training, technical assistance, and capacity building for 1B4J project vendors and staff; Work in partnership with agency Communications staff and project director to implement project communications strategy, including maintenance of project social media platforms, and content management for project website and blog; (maintain the social platforms, and content management for project - communications around success stories for partners)
- Conduct research, as needed
- Performs other duties as required

Knowledge, skills and abilities:

- Strong verbal and written communication skills;
- Ability to effectively liaison and maintain effective working relationships with diverse businesses, organizations and others;
- Ability to effectively analyze data, present findings and recommend viable options for addressing problems / challenges;

- Proficient in word processing, spreadsheet, and database applications (i.e. MS Office Suite: Word, Excel, Access) and Project Management applications

Required Education & Experience:

- Bachelor's degree in Sociology, Social Science, Public Administration, Urban Planning, Economics, or related field
- Workforce Development experience is preferred, not required; project management, economic development, or employment and training program operations experience is helpful.
- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- Criminal Background Investigation.

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit a resume to the MOED Human Resources Department at 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132 or via email: resumes@oedworks.com. Please place job title and posting number in the subject line.