



Position Vacancy Announcement

Today's Date: 07/25/2019 **Posting #:**8532

Job Title: Community Outreach Worker

Location: 1510 Lafayette Avenue

Salary Range: \$ 15.00 hr (5 hrs, 5 days a week)

Status: Part-Time Temporary without Benefits

Position Overview:

We are searching for a talented and professional Community Outreach Worker to maintain all community outreach activities. This position will represent the Mayor's Office of Employment Development (MOED) and work with the Youth Opportunity Manager to conduct outreach efforts that will increase (MOED's) visibility throughout the city.

A successful candidate will be self-motivated, enthusiastic and driven to identify solutions to persistent community problems, address gaps in services, and connect residents to appropriate resources. This position requires a professional demeanor, a positive attitude and readiness to be a team player.

About the Mayor's Office of Employment Development (MOED)

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper.

Essential Duties and Responsibilities:

- Maintain a calendar of outreach activities, including community events, and other communication opportunities.
- Attend daily neighborhood walks with the Mayor's Violence Reduction Initiative Team. Engage residents and distribute informational materials for MOED services.
- Nurture new and established relationships with collaborative partners.
- Schedule regular outreach events, participate in community walks, and produce presentations/ print materials for partner events.
- Prepare accurate and detailed records and reports on all outreach efforts including documenting initial contact and follow up efforts.
- Assist in making contact between Baltimore city residents and MOED Services.
- Work closely with Program Support position to design targeted marketing materials utilizing traditional and social media platforms.
- Utilize standard MOED language and messaging consistent with overall agency goals.
- Performs other duties as required.

Required Education & Experience:

- Minimum qualification includes at least a high school diploma and some experience in community outreach.
- Access to own transportation.
- Includes some evening and weekend hours.
- Outstanding written communication and presentation skills.
- Strong experience tracking outreach activities.
- Friendly, enthusiastic and positive attitude.
- Detail-orientated with the ability to identify and complete a variety of daily tasks independently.

Special Requirements:

- Must complete pre-employment requirements which includes a criminal background investigation.

Interested applicants may submit their resume

via email: resumes@oedworks.com please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;.

MOED is an Equal Opportunity Employer.

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