

JOB POSTING: Communications & Outreach Specialist

Application deadline: November 30, 2018 by 5:00 pm

Job Type: Full-time Salary: \$40,000 +/-

Start: Approx. Jan 7, 2019 Benefits: Industry competitive package

1. Background: The South Baltimore Gateway Partnership

The South Baltimore Gateway Partnership (SBGP) is a dynamic, nimble, and entrepreneurial community economic development authority working in a collection of neighborhoods in south and southwest Baltimore known as the South Baltimore Gateway Community Impact District. We are a relatively new organization with a vigorous startup culture and a mandate to achieve measurable and meaningful change in the District. We are funded with approximately \$6 million/year in public funds. More information is available at www.sbgpartnership.org.

2. Position: Communications & Outreach Specialist

We are seeking a Communications & Outreach Specialist to help us engage with the communities in our District and respond to their needs. The successful candidate will gather, produce, and disseminate information among diverse stakeholders in our District, while also serving in a supporting liaison role to the communities we serve. The Communications & Outreach Specialist will report to the Operations Director, supported by a communications consultant. Responsibilities include:

- Communications (50%)
 - Administer the organizational website. Keep information up-to-date and maintain website links to District-wide resources; use backend software (e.g. WordPress).
 - Develop and post content (planned and real-time) to social media accounts.
 - Create and maintain distribution lists for various audiences.
 - Track and publicize SBGP-supported meetings, events, programs, projects and activities, including public events, trainings, grant schedules and more.
 - Draft blogs and other information highlighting successful project outcomes.
 - Identify and recommend stories to pitch to local media and develop relationships with reporters, as appropriate.

- Public Outreach (30%)
 - Represent SBGP at public meetings and events (e.g. staffing tables or booths).
 - Represent SBGP at community meetings across the District to disseminate information and gather useful feedback and information for SBGP.

- Program Support (20%)
 - Attend SBGP-supported events, programs, projects and activities as they are taking place to:
 - Ensure that SBGP signage is present.
 - Document the activity, including by taking photographs.
 - Evaluate whether the activity is being executed successfully and safely.
 - Collect feedback and information for program directors.
 - Support SBGP community engagement efforts and events.

- Other Activities and Duties as Assigned

Work will be a flexible combination of work from home, meetings and site visits in the District, and office time. This position involves attending community meetings and events, which often take place during evening and weekend hours.

Minimum Qualifications:

- Bachelor's degree in communications, journalism, public relations, public policy or a related field.
- Two years or more progressively responsible related experience, preferably in a community setting.
- Access to reliable transportation.
- Ability to attend community meetings and events on evenings and weekends.

Preferred Qualifications:

- Advanced degree in a field such as social work, business, planning, public policy or a related field may substitute for required experience.
- Three years or more experience in a community relations or community engagement position.
- Knowledge of and familiarity with Baltimore City communities.

Special Skills and Knowledge:

- Excellent communication, writing, and interpersonal skills.
- Proficiency in Microsoft Office, WordPress, Facebook, Twitter, Instagram, and Mailchimp.
- Demonstrated ability to grow social media channels with meaningful content.
- Demonstrated ability to work independently, manage time, and accomplish tasks without continuous oversight.

Finalists for this position will be required to providing writing samples and take a writing test.

3. Application: Requirements and Instructions

We believe that the world is filled with talented, passionate, and capable people, and so we encourage all of them to apply. We particularly encourage residents of our District to apply.

Application Instructions:

- Provide a **resume and cover letter** in Word or PDF format. The cover letter must directly respond to the Responsibilities and Qualifications listed above.
- Applications (resume and cover letter) must be **emailed to outreach@sbgpartnership.org by 5:00 pm on November 30, 2018**. The email subject line must read "Application: Communications and Outreach Specialist." **Hard copy submissions, and applications received after the deadline, will not be accepted.**

Due to the large number of expected applications, only those candidates selected for an interview will be contacted. There is no need to contact SBGP to determine whether you are being considered for an interview; we will reach out to you directly if we would like to schedule an interview.

Equal Employment:

SBGP will provide equal employment opportunity in accordance with applicable law without regard to race, religion, creed, color, sex (including gender identity and sexual orientation), national origin, age, disability, marital status, family medical history or genetic information, ancestry, political affiliation, veteran status, personal appearance, or any other status protected by applicable federal, state, or local law. The policy applies to all areas of employment, including but not limited to recruitment, screening, testing, hiring, training and development, appraisal systems, promotion, transfer, demotion, termination, layoff, compensation, benefits, social and recreational program, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

SBGP strictly forbids, and will not tolerate, any unlawful discrimination or harassment. It is a violation of federal and/or state law to harass anyone at work because of their race, religion, creed, color, sex (including gender identity or expression and sexual orientation), national origin, age, disability, marital status, family medical history or genetic information, ancestry, political affiliation, veteran status, personal appearance, family responsibilities, matriculation, source of income, place of business or residence, pregnancy, child birth, or any other status protected by federal, state, or local law. This policy applies to all SBGP employees at all levels of the organization; all SBGP employees will be subject to discipline, up to and including termination, for any act of harassment they commit.

SBGP does reserve the right to select from among a pool of qualified applicants one that provides an opportunity to further our mission through local hiring of a District resident.

Legal Requirements:

By law, all employees must (1) Attend training in Baltimore City ethics requirements, and comply with those requirements; (2) File annual financial disclosure statements (except for clerical employees); and (3) Reside inside Baltimore City.