



**OFFICE OF THE ATTORNEY GENERAL**  
**200 St. Paul Place**  
**Baltimore, Maryland 21202**  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**

**Outreach Coordinator (Administrative Officer III)**  
**Executive Division - Office of Equity, Policy, & Engagement**

**Posting Date:** May 6, 2024

**Closing Date:** June 6, 2024

**Job Title:** Outreach Coordinator

**Position Type:** Regular Full Time

**Salary:** \$53,627 - \$89,425 The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

**Location:** 200 Saint Paul Place, Baltimore, MD 21202

**Telework Status:** A hybrid remote telework and in-office schedule option may be available per OAG's policies and procedures.

**DESCRIPTION:** The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the State's legal business, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials, and institutions of State Government. The OAG also protects the public by civil enforcement of antitrust, civil rights, consumer protection, and securities laws and regulations and by the prosecution of organized crime, Medicaid fraud, environmental crimes, insurance fraud, state tax evasion, and other statutorily assigned matters. As Maryland's 47th Attorney General, Anthony G. Brown leads the Office with a critical focus on equity, justice, and fairness.

The Office of the Attorney General is seeking applicants for an Outreach Coordinator in its Executive Division in the Office of Equity, Policy, & Engagement. The Outreach Coordinator will oversee planning, staffing, coordinating, and attending community-based events in which OAG participates and bring publications from relevant divisions and client agencies. The Outreach Coordinator reports directly to the Director of Engagement and will work to support the engagement efforts of the Office of Equity, Policy, & Engagement, the Executive Division, and in some cases, the Attorney General himself. In addition to supporting the Executive Division and the OEPE, this position will work closely with the Consumer Protection Division to staff, coordinate, attend, and in some cases present, at their various community events, conferences, expos, etc.

This position will develop and maintain accuracy of all external facing publications (brochures, newsletters, press releases, social media, and other media) for OAG Divisions with community-based events. E.g., Consumer Protection Division, Hate Crimes Commission, Civil Rights Division, Office of Equity, Policy, & Engagement,

Securities Division, and any other Divisions as needed. Development and implementation of training programs; and creating, organizing, scheduling, coordinating, and implementing an effective marketing and community outreach plan. Responsibilities also include attending public meetings and community group meetings to provide information, answer questions, discuss consumer complaints, concerns, and issues, and to explain options available to consumers. Travel throughout Maryland is required.

### **EDUCATION/EXPERIENCE:**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three years of administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year up to two years of the required experience.
2. Candidates may substitute the possession of a bachelor's degree from a college or university for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included the regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience.

Interpersonal and organizational skills required. The ability to communicate effectively, both orally and in writing, with diverse communities is essential. Proficiency in Microsoft Office Suite is required.

The ideal candidate will have a bachelor's degree from an accredited four-year college or university and three years of relevant experience working in community outreach and education, prior experience with issues related to equity, civil rights, consumer protection, or public safety and experience working with diverse communities. **Bilingual – Spanish preferred.**

**SUBMISSION:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center at <http://www.jobaps.com/MD/> by the close of business on June 6, 2024.

**EMPLOYMENT BENEFITS:** The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

**EQUAL OPPORTUNITY EMPLOYER:** The OAG is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws. \_

**COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING:** The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.