



BALTIMORE POLICE DEPARTMENT

Grant Services Specialist - Media Specialist (One-year grant funded)

The Baltimore Police Department (BPD) is seeking a self-motivated professional to fill a grant funded Media Specialist position. The Media Specialist will support the BPD Media Relations Section with responsibilities including but not limited to:

- Performing administrative and clerical functions to the Media Relations team
- Monitoring and disseminate information via social media and other traditional methods
- Promoting content through social advertising
- Researching and acquire relevant information related to BPD
- Acting as a liaison between the Media Relations Office and the Office of Information Technology
- Preparing press releases
- Providing logistical support during press conferences

The successful candidate should possess the following qualifications:

- Bachelor's Degree in a related field and one (1) year of related experience or an equivalent combination of education and experience.
- Solid understanding of social media. Demonstrated experience with social media platforms, social media strategies, social media content, engagement, monitoring, analytics and reporting. Strong understanding of social media, popular platforms and how to tailor messages to different audiences on different social media networks
- Project management skills; ability to prioritize and handle multiple tasks and projects concurrently.
- Strong communication, attention to detail, interpersonal, organizational and follow up skills a must.
- Exemplary problem solving skills; ability to identify problems and implement corrective processes
- Demonstrated skills, knowledge and experience in the planning and execution of communications, social media and public relations activities.
- Strong creative, strategic, analytical, organizational and personal skills.
- Ability to manage multiple projects.
- Must display strong team orientation and promote team culture.
- Excellent listening and communications skills.
- Proficient in Microsoft Word, PowerPoint, and Excel and Google mail and calendar. Knowledge of Adobe a plus.
- Proactive with strong initiative and the ability to work independently to meet deadlines with minimal supervision
- Trustworthy, team player, and humble

Qualified applicants must submit a cover letter, resume and three (3) professional references to the Media Relation Section, Lt. Jarron Jackson at jarron.jackson@baltimorepolice.org. Reels and/or portfolios also accepted. Position will remain posted until filled.

This is a non-civil service one-year grant funded position. Future funding for this position is not guaranteed. This position offers a salary of \$43,000 plus benefits. Position will remain posted until filled.

This is not a sworn position. While we are appreciative of all applicants, only candidates selected for interviews will be contacted. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol screening and criminal background check.

BPD is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, protected veteran status or any other legally protected status.

This is a Grant Funded Temporary Positon