



Position Vacancy Announcement

Today's Date: 04/15/16

Posting #: 8444

Job Title: Program Support Specialist

Location: Youth Services

Starting Salary: \$60,800

Status: Regular, Full-time with benefits

Position Overview:

Work involves planning and coordination of a broad range of services to support the Youth Services Division. This position will write grants for government and private resources, as well as coordinate communications and special events, including conferences. This position will develop marketing and program materials for outreach to youth, funders, community members, and business organizations.

Essential Functions:

- Writes Youth Services Division and Baltimore City Foundation, Inc. grant proposals for a wide range of funders (including government agencies and foundations) to secure funding to support MOED Youth Services programs that improve college and career readiness for Baltimore City residents ages 14-24.
- Develops content for and maintains Youth Services pages of the MOED website, as well as the YouthWorks Facebook page.
- In coordination with program managers, files all grant reports quarterly, many of which are online.
- Arranges for and coordinates inter-agency involvement in Youth Services Division.
- Serves as the primary writer and/or editor of all written materials produced by the MOED Youth Services division (including recruitment brochures, posters, flyers, informational handouts, applications, press materials, letters, etc.)
- Develops career-oriented and youth development curriculum, pamphlets, and specific educational materials as needed.
- Plans and assists with board and advisory groups such as the Youth Opportunity Partnership Network.
- Participates in incentives and recognition events for motivation of youth, including annual graduation event.

Key Attributes:

- Thorough knowledge of employment and training programs, grant development, fiscal and administrative rules and regulations.
- Thorough knowledge of labor market needs and employment practices.
- Ability to analyze and recommend resolution of more difficult employment and training by application of knowledge acquired through management level program involvement.
- Ability to establish and maintain effective working relationships with other agencies (federal, state and local), public and private agencies, and MOED associates.
- Must be computer literate and skilled in MS Office products such as Word, Excel, PowerPoint, Publisher, etc., as well as web-editing software and online grant management software.
- Able to implement social media marketing tools.

Required Education & Experience:

- Bachelor's degree in Communications, Political Science, Sociology, Industrial Relations, Urban Planning, Economics, Public Administration or related field.
- Four years experience in planning, research, administration, development, education or employment and training program operations; at least one of which must have been in a specialized area.
- Proven track record of securing funding in excess of \$1,000,000.
- 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 an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.