



## Office of the State's Attorney for Baltimore City (OSA)

# Youth Coordinator

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The Youth Coordinator will manage the Junior State's Attorney and Great Expectations Programs. The Coordinator will also work with the Director of Crime Control and Prevention to explore and develop new youth programming. Finally, the Youth Coordinator will serve as the OSA's liaison to the other grant partners to explore ways we can work together to better serve Baltimore's youth.

### **Description of duties responsibilities**

- Manage the Junior State's Attorney Program
  - Develop the program's itinerary for the Summer program and the school year follow-up activities
    - Coordinate with BCPS to identify schools to participate in the program
  - Manage the student application process
  - Manage the day-to-day operations of the summer program including coordinating travel, securing chaperones, coordinating meals, etc.
  - Facilitate the civics assessment
  - Collect data and complete required grant reports
  - Assist the OSA's Communications Team with the program's launch and any subsequent media requests
  
- Manage the Great Expectations Program
  - Coordinate with BCPS to identify specific fourth grade classrooms to participate in the program
  - Contact the administration and faculty at these schools to coordinate dates and review the curriculum
  - Identify, contact and coordinate guest speakers
  - Manage the day-of operations of the program
  - Collect data and complete required grant reports
  - Assist the OSA's Communications Team with the program's launch and any subsequent media requests
  
- Explore additional youth programming opportunities
  - Serve as the OSA's liaison to the other grant partners
  - Explore partnership opportunities with other local non-profits, community groups, schools, etc.
  - Complete all quarterly programmatic reports for the grants

### **Qualifications for position**

- Bachelor's degree desired.
- Experience working with youth required.
- Minimum 2-3 years of work experience required.
- The ideal candidate will have experience leading youth programs for elementary and/or middle school students. The candidate must be extremely detail-oriented and organized and able to manage multiple projects at once. Experience developing and managing a budget is preferred. The ideal candidate must be comfortable with public speaking and building relationships with external organizations. The candidate will be representing the OSA, and these programs, in the public and must be comfortable in that role.

### **Supervisory relationships**

The selected candidate does not have a supervisory role.

### **Amount of travel and any other special conditions or requirements**

The selected candidate must have a reliable means of transportation. Travel outside of Baltimore City will not be required. The selected candidate will be expected to attend evening and weekend events as required.

### **Salary range**

\$44,858 plus full benefits

### **Hours per week**

40 hours per week

### **To Apply:**

All interested persons should email resume and cover letter to Resume ([resume@attorney.org](mailto:resume@attorney.org)), by close of business, Friday, December 2, 2016. Please use Youth Coordinator as the subject reference of your email and your cover letter. Documents must be in pdf or Word format.

**THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY  
EMPLOYER**