

## **City of Baltimore**



### **SART Coordinator Mayor's Office of Criminal Justice and Public Safety**

The Mayor's Office on Criminal Justice (MOCJ) was established to provide the citizens of Baltimore City a safer, healthier and stronger community. The SART Coordinator is a grant-funded position charged with facilitating Baltimore's Sexual Assault and Recovery Team (SART). SART is a multi-disciplinary group of professionals that includes local law enforcement, forensic nurse examiners, prosecutors and victim advocates. SART seeks to provide a collaborative response to sexual violence in Baltimore.

#### **Responsibilities**

- Provide a forum for discussion and decision making for SART partners
- Initiate and facilitate monthly SART meetings
- Lead and facilitate the development and implementation of best practice SART policies and protocols
- Maintain regular communication with partners and key stakeholders
- Collaborate with SART partners to identify new projects and manage them with key stakeholders
- Represent MOCJ on child abuse and sex offense case review committees
- Collect, analyze and report on citywide sexual assault data
- Coordinate and lead sexual assault outreach campaigns
- Assist, as needed, with grant writing, grant reporting, data collection and data management
- Assist, as needed, in the identification of funding sources
- Develop and implement awareness programs and training regarding the identification and address of sexual abuse including cross training between SART members

#### **Minimum Qualifications**

- Bachelor's Degree in Criminal Justice, Social Work, Public Health, Public Administration, Sociology or related field from an accredited university or college
- Proven ability to work with stakeholders from multiple disciplines and develop collaborative relationships
- Experience with sexual assault response and knowledge of SART best practices
- Demonstrated ability to complete tasks within established time frames

- Ability to translate data and track progress of identified goals
- Demonstrated team building, problem solving, creative and analytic thinking skills
- Ability to work collaboratively as well as independently
- Demonstrated project management skills
- Proven ability to communicate orally to large and small groups and in writing
- Excellent organizational skills
- Experience in data analytics
- Working knowledge and proficiency in Microsoft Office, Access, Excel, Word, PowerPoint etc.

### **Compensation and Benefits**

Salary Range: \$44,268 - \$70,788. Competitive Benefits.

### **To be considered**

This position will remain open until filled. Interested and qualified persons should submit a cover letter and resume [talent.masters@baltimorecity.gov](mailto:talent.masters@baltimorecity.gov) **Attention:** Carvel Allen.

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