

## **Summary**

The Mayor's Office of Neighborhoods is seeking a motivated, energetic individual with knowledge and experience in the area of outreach to the Hispanic & Latino community in Baltimore. The qualified candidate will be able to perform well in a fast-paced environment, manage multiple tasks, and be responsive to the needs of the constituents we serve.

The mission of the Mayor's Office of Neighborhoods is to ensure that city government is an effective partner with residents and community leaders in improving quality of life throughout the city of Baltimore. This is done through city government initiatives and well-coordinated interdepartmental responses to neighborhood needs and concerns.

The Liaison to the Hispanic & Latino community will be responsible for carrying out this mission in all areas of the city where there is an existing or growing Hispanic and Latino population.

## **Position Responsibilities**

- Develop and maintain positive working relationships with organizations within Baltimore's Hispanic & Latino community.
- Develop and implement strategies for responding to the needs of the Hispanic & Latino community.
- Network with private and public entities serving Baltimore's Hispanic & Latino communities.
- Serve as the point of contact within the Mayor's Office for Hispanic & Latino constituents.
- Provide assistance to organizations and constituents requiring city services and resources.
- Assist with planning outreach events for the community.

## **Position Qualifications**

The position requires a high degree of skill in the following areas:

- Coordinating, directing, and managing professional staff
- Establishing relationships with community leaders
- Knowledge of Baltimore City government agencies and the services they provide
- Ability to communicate with diverse groups of people
- Ability to work in the evening and on weekends
- Strong written and verbal communication skills
- Strong leadership skills
- Strong organization and time management skills
- Knowledge of Microsoft applications: Word, Excel, & Outlook
- Highly proficient in Spanish & English (written & verbal)

A four-year college degree is preferred and you must have your own transportation.

Please send resumes via email to Angela Fraser @ [angela.fraser@baltimorecity.gov](mailto:angela.fraser@baltimorecity.gov)

# Your Help Is Needed



The Maryland Office of Minority Health and Health Disparities (MHHD) encourages racial and ethnic minorities to serve an appointed position on State Boards, Commissions, Task Forces and Councils to provide advice to State government. As Maryland's population changes, the membership of these bodies should mirror the community which they are appointed to serve.

The Department of Health and Mental Hygiene's Office of Appointments and Executive Nominations is responsible for recommending members to the Governor's appointment staff. Appointments are voluntary. Based on the appointment, members may receive per diem and mileage. The length of an appointment ranges from 2 to 4 years depending on the purpose of the group. In most cases the group meets one-time a month at a pre-selected location.

***State employees or lobbyists can not hold an appointed position.***

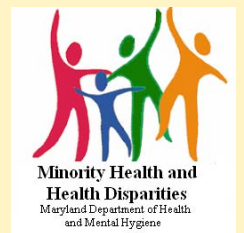
If you are interested or know someone who will compliment the group's efforts, please contact:

Anna Lieberman, Administrator  
Office of Appointments and Executive Nominations  
Room 519A

201 W. Preston Street  
Baltimore, MD 21201  
Office - 410-767-4049  
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[alieberman@dhmh.state.md.us](mailto:alieberman@dhmh.state.md.us)

To learn more about the Office of Minority Health and Health Disparities, please visit [www.mdhealthdisparities.org](http://www.mdhealthdisparities.org) or call the office at 410-767-7117.



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