Job Title: **Special Projects Coordinator**
Reports To: Executive Director and President
FLSA Status: Non-Exempt

The Special Projects Coordinator (SPC) positively impacts transcending barriers and transforming communities for Baltimore City's children, youth, and families through programming and services offered at Roberta's House – A Family Grief Support Center. Roberta’s House is nationally recognized as the premier mental health and community-focused expert in grief and loss in an urban setting.

The SPC is a full-time, non-supervisory position at the beautiful state-of-the-art building in Baltimore, Maryland campus. Competitive salary, benefits, paid time off, and hybrid/flexible schedules are available. The SPC provides strategic guidance that ensures the quality of programmatic services in the school-based grades K-12, grief and emotional wellness programs such as “Good Grief Workshops” and “Growing Through Loss.” The SPC is a community liaison for Roberta's House (RH). In addition, the SPC collaborates and assists the program managers with assigned projects.

A critical component of the position is engagement with interdisciplinary teams and community-focused initiatives. For example, a multidisciplinary collaboration may include but not be limited to Baltimore City Public School administrators, teachers, school-based social workers, guidance counselors, local and state enforcement entities, child and adult protective personnel, language/speech interpreters, chaplains, advocate groups, mental health facilities, non-profit organization stakeholders of the education system serving students.

These services build on the strengths of both the individual and the community in addressing child development, abuse, neglect, health, and economic security.

**Core Competencies**

- Act as principal advisor to the Roberta’s House Youth Services Department on all priority projects and programs
- Advise, implement, and monitor the core strategic initiatives and programming
- Strong technology skills, including EXCEL, case management database, and relevant software
- Facilitates peer support groups
- Demonstrate proficiency in working with youth in multiple systems, such as the Department of Children and Family Services (DCFS), foster and probation youth
- Research funding sources, produce reports that may be provided to grantors, and Assist with grant proposals
- Demonstrate experience using Microsoft TEAMS, CANVA (related software) and Outlook
- Evaluate and synthesize complex and diverse information and collect and research data and design workflow procedures, and generates creative solutions
• Collaborate and work directly with educators and administrators of partner schools or social services and demonstrate an understanding of pedagogy for school-age learners
• Possess a broad knowledge of youth-related program areas, funders, and community partners
• Demonstrate track record in developing, communicating, implementing, and pivoting strategies in rapidly changing environments
• Stay abreast of current education services trends, and practices through networking and publications to develop new programs to meet changing needs in Baltimore City's communities
• Possess outstanding verbal and written communication and public speaking/presentation skills, and the ability to lead (facilitate) group meetings/sessions
• Assist with assessing and revising the current assessment instruments that will keep pace with measurements of the program participant's experience
• Manage performance of the face-to-face interaction with students, parents, educators, and group support meetings to achieve positive, measurable, and sustainable results
• Demonstrate ability to work closely and effectively with individuals from a multi-cultural background, across generations, and at socio-economic levels
• Oversee and direct strategic projects and communicate changes and progress
• Recruit program participants, supervise and lead activities for youth, adults, and volunteers
• Demonstrate ability to work closely and effectively with individuals from a multi-cultural background, across generations, and at socio-economic levels

QUALIFICATIONS

The candidate shall have three (3) years of directly related experience in family and youth program development programs.

EDUCATION

Master's Degree in Education (M.Ed., MS. or M.A.), Public Health, Social Work, MSW (A Maryland State license in social work is desirable but not required), Public Administration, Sociology, or Psychology from an accredited college or university supplemented and six years of progressively responsible management experience in an education environment, social work, mental health, public safety, non-profit, or related environment.

• Project management certification is desirable but not required.
• Employment is subject to successfully completing a background security investigation and favorable adjudication. A supplemental investigation may be required upon the work anniversary date or as the employer deems appropriate.
• Ability to regularly work in an office environment or work off-site as needed
• Willingness and ability to drive oneself or secure reliable transportation to reach all areas within the program jurisdiction and submit proof of vehicle insurance, if necessary
• Flexible scheduling to allow for work outside of regular business hours as requested
• Ability to work in a fast-paced, cooperative, and non-smoking environment
• Annual Salary Range $50,000 - $55,000

Email your resume and cover letter to info@insightconsultingandassociates.com. Roberta’s House is an equal opportunity employer regardless of race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, orientation, or other classification protected under the law.