

MWBE Outreach Specialist

Under the direction of the Director of Fair Practices and the MWBE Manager, the successful candidate will plan, implement, and support activities designed to enhance and increase MWBE vendor participation in City Schools' procurement and contracting opportunities and to help to build a pipeline for entrepreneurialism so that City Schools' students have increased opportunities to become the next generation of business leaders in the Baltimore community.

Essential Functions

- Assists in the design, development and implementation of a robust and dynamic outreach and engagement program to engage and support MWBE vendors, and in collaboration with MWBE program staff, and other City Schools offices, such as the Office of Procurement, the Office of Communication and Engagement, and the Office of Equity, integrate these efforts with City Schools' broader community engagement and equity initiatives.
- Conducts awareness training and outreach activities in support of the MWBE program and to enhance MWBE vendor awareness regarding City Schools' procurement policies, procedures, and processes related to the bidding process.
- Identifies and communicates external training opportunities for MWBE vendors.
- Engages MWBE vendors and other stakeholders to identify barriers to equitable access for MWBEs to City Schools' contracting and procurement opportunities and help develop strategies to address those barriers.
- Conducts outreach activities to MWBE vendors locally and statewide.
- Collaborates with community partners, stakeholders, and external agencies to ensure the development of substantive and meaningful educational activities about City Schools' procurement and contracting opportunities.
- Maintains a general awareness of current and evolving trends, issues, and policies related to MWBE programs.
- Provides statistical reports related to outreach and engagement activities and participation outcomes resulting from those activities.
- Provides technical assistance to MWBEs regarding City Schools' MWBE program, including support around the use of City Schools' platforms related to procurement, payment, and compliance processes.
- Facilitates communications between MWBEs and prime contractors.
- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Assists with addressing complaints regarding City Schools' MWBE program and provides other support to the MWBE program, as needed.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary\$67275.00

Minimum Salary\$59449.00

Desired Qualifications

- Bachelor's degree in a related field from an accredited college or university.
- Three years of experience developing and implementing programs related to MWBE programs or fair practices, advising businesses, and/or developing business and/or entrepreneurial initiatives.
- Experience developing and maintaining relationships with community partners, stakeholders, and government agencies.
- Valid Class C Non-Commercial driver's license and daily access to personal transportation.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.
- Excellent verbal and written communication skills, including the ability to make persuasive presentations.
- Excellent organizational and interpersonal skills.
- Proficient in the use of technical computer applications, in manipulating electronic databases, and in the use of Microsoft Office application, Excel, and case management systems.
- Ability to establish and maintain effective working relationships.
- Ability to work collaboratively.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:

<http://www.baltimorecityschools.org>

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.