



Baltimore Child Abuse Center

Position Title: Blueprint Project Coordinator

Supervisor: Director of Prevention & Education

Position Summary

Baltimore Child Abuse Center (BCAC) is committed to providing education and training to our professional partners as well as members of our community. Thanks in part to a grant by the Leonard & Helen R. Stulman Foundation, and in supporting the mission of BCAC, the Blueprint Project Coordinator performs a critical role in aiding in the process of changing the culture around child protection and child abuse prevention in Jewish Baltimore. The Coordinator is responsible for helping develop and implement the Blueprint project in the grant project area of Greater Baltimore, developing outreach programs for youth serving organizations and community members, developing and delivering trainings, advertising and marketing training to professional partners and community members, and aiding the Director of Prevention and Education in this three year project. This person will also be responsible for developing and maintaining relationships within the Baltimore Jewish Community. The ideal candidate will be a self-starter, organized, personable, and be excited about engaging the community in child abuse prevention efforts.

Responsibilities & Duties:

- Help manage and meet the goals of the Blueprint for Jewish Baltimore grant including recruiting potential partners, developing community and organization relationships, developing content for the community, and advertising Blueprint opportunities to community members and organizations
- Deliver BCAC Training to Youth Serving Organizations and community members
- Work collaboratively with training staff to develop educational materials for children, caregivers, victim service providers, youth serving organizations, and other professionals
- Work with the Director of Prevention & Education and staff on policy audits and a best practices guide
- Coordinate and work with steering committee members
- Assist in community outreach efforts by working with the Director of Prevention & Education on cultivating new and fostering existing relationships to expand education and awareness activities to victim service providers, youth-serving professionals, and community members
- Assist the Community Outreach & Education team in promoting training offerings
- Work with research team and manage accurate data pursuant to the Blueprint grant
- Other duties and responsibilities as required pursuant to departmental goals

Education & Skills Required:

- Bachelor's Degree with minimum of 2 years of related experience
- Exceptional presentation, writing, verbal, and organizational skills
- Knowledge of community organizations and organizing
- Knowledge of the Baltimore Jewish community helpful
- Knowledge of Microsoft Office suite of programs

Additional:

- This position is full-time, and may include occasional evening and weekend work
- Flexibility, creativity and adaptability required
- Access to a car and transportation preferred
- Candidate must successfully pass a background check
- This is a two-year grant funded position
- Equal Opportunity Employer with paid time off, health benefits, and parking provided

To apply send resume and a cover letter to:
Drew Fidler, Director of Prevention & Education
dfidler@bcaci.org