

**Circuit Court for Baltimore City –
Part-Time Juvenile Court Community Liaison- LINKS Program**

The Juvenile Court Community Liaison will initiate collaboration with families, court-based programs, and organizations in the community to promote best practices for youth and families involved in Juvenile Court. The liaison will also complete administrative assignments as directed to ensure a smooth and efficient operation of the JCS LINKS Program and related special projects, as assigned.

Essential Functions:

- Marketing & recruitment to acquire referrals and registration to the LINKS Program
- Creates marketing flyers with QR codes, performs administrative duties as directed, including typing, filing, copying, and disseminating marketing materials to the Juvenile Court and other organizations in the community.
- Greets and provides general information about the LINKS Program via social media, at schools, community events, via telephone, and in person.
- Conduct surveys, program evaluation, and weekly follow-up calls pertaining to specialized groups and/or projects.
- Identify collaborative opportunities for LINKS within the community that support the program's mission and goals or special community projects/initiatives.
- Adheres to the norms by ensuring that all policies and guidelines are met.
- Provide input and maintain the database tracking system for specialized groups and projects.
- Completes other tasks and assignments as directed by the Services Coordinator for the Juvenile Court and his/ her designee.
- Must have people skills to initiate and create community collaborations with Partners, parent & adolescent referrals to the LINKS Program.

Education:

Some college or a degree, preferably in Marketing, Business, Social Work, or a related discipline, is **strongly** preferred.

Minimum Qualifications:

At least one year of clerical experience, including training in computer-based data systems like Excel and Canva is required, along with strong organizational and communication skills. Additionally, two years of experience working with youth and families with high behavioral needs and familiarity with the Juvenile Court structure is preferred; practical work experience, strong computer skills, or technical training may substitute for educational requirements.

Compensation:

This is a part-time (approximately 24 hours per week), non-benefited position. The hourly rate is \$25/hour.

To Apply:

This position is open until filled. Please submit your resume and cover letter with references to:

Mrs. Jacqueline Hale
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(No telephone calls, please)
www.baltimorecity.gov

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