

ADMINISTRATOR IV

Outreach Program Manager

Recruitment #21-002589-0036

DEPARTMENT	MD Health Benefit Exchange
DATE OPENED	5/4/2021 11:59:00 PM
FILING DEADLINE	5/18/2021 11:59:00 PM
SALARY	\$57,862.00 - \$92,897.00/year
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Tammy Austin
WORK LOCATION	Baltimore City

GRADE

19

LOCATION OF POSITION

750 E. Pratt Street, 6th Floor Baltimore, MD 21202

Main Purpose Of Job

Under the direction of the Director of Marketing and Web Strategies, the Outreach Manager is responsible for developing and executing all aspects of outreach engagement with community and corporate partners, including but not limited to retailers, hospitals/health systems, for-profit organizations, trade and business associations, sports and athletic organizations (teams), state agencies and others. The Outreach Manager will oversee the implementation of the Community and Corporate Partnership Program; identify marketing needs; facilitate and staff meetings; plan special events; educate and train volunteers of corporate programs as necessary, and perform other administrative tasks as required to support the program. The Outreach Manager will stay abreast of MHBE's strategic plans as well as external trends to develop and implement special projects with others on the Marketing team as needed to achieve the enrollment goals of the agency and success of the Maryland Health Connection.

POSITION DUTIES

- Develop, grow, and maintain corporate and community partnerships with stakeholder organizations through the state that strategically align with the target audiences of Maryland Health Connection in alignment with strategic objectives outlined by the Director of Marketing and Web Strategies.
- Direct the implementation of the Community and Corporate Partnership Program (CCPP), including the supervision and coordination of marketing materials to corporate partners, planning training for internal and external stakeholders, and coordinating with ad agency, printer and outreach partners.
- Collaborate with Director of Marketing and Web Strategies to create annual strategic goals for MHBE/MHC outreach program.
- Determine opportunities to host or participate in special events that align with strategic goals of the Marketing department, including planning and attending special events to educate consumers, members, etc. through CCPP.
- Monitor and report on the success of CCPP strategies. Ensure and report on the compliance of CCPP.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university.

Experience: Five years of experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience.

DESIRED OR PREFERRED QUALIFICATIONS

Preferred Qualifications:

1. Experience creating/supporting partnerships with community, corporate, government organizations
2. Bilingual (Spanish)
3. Health Care/Insurance/ACA experience

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be required to complete a supplemental question. Therefore, it is important that you provide complete and accurate information on your application.

BENEFITS

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

Online applications are highly recommended. However, if you are unable to apply online, the paper application (and supplemental questionnaire) may be submitted to:

Maryland Health Benefit Exchange
Attn: Office of Human Resources or
Email: tammy.austin@maryland.gov
750 E. Pratt Street, 6th Floor
Baltimore, MD 21202

Resumes will NOT be accepted in lieu of completing the online or paper application. Applications must be received no later than the close of business on the closing date.

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Appropriate accommodations for individuals with disabilities are available upon request by calling: 410-767-1251 or MD TTY Relay Service at, 1-800-735-2258.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm you are authorized to work in the U.S. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. If E-Verify is unable to confirm your authorization to work, this employer is required to

give you written instructions, and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) to resolve the issue before the employer can take any employment action against you.

45 Calvert Street, Annapolis, MD 21401

300-301 West Preston Street, Baltimore, MD 21201

Toll Free (800) 705-3493