



OFFICE OF THE ATTORNEY GENERAL  
200 St. Paul Place  
Baltimore, Maryland 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT – REPOST**

**Administrative Officer III/Outreach Coordinator (Contractual)  
Consumer Protection Division**

**Posting Date:** May 15, 2023

**Closing Date:** May 31, 2023

**Job Title:** Admin Officer III/Outreach Coordinator

**Position Type:** Contractual Full Time

**Salary:** \$25.21 - \$38.83/hour The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

**Location:** Consumer Protection Division 200 Saint Paul Place, Baltimore, MD 21202

**Telework Status:** A hybrid remote telework and in-office schedule option may be available per OAG's policies and procedures.

**Description:** The Office of the Attorney General is seeking applicants for a contractual Outreach, Education and Training Coordinator in its Consumer Protection Division. The position will educate consumers and others about CPD mediation and health insurance appeal services, consumer protections available under federal and State law, and how to avoid scams and other unfair, deceptive, or abusive practices in the marketplace.

Job responsibilities include: writing and development of consumer education publications (newsletters, press releases, brochures, social media, and other media) related to the Consumer Protection Division; the development and implementation of training programs; and creating, organizing, scheduling, coordinating, and implementing an effective marketing and community outreach plan. Responsibilities also include attending public meetings and community group meetings to provide information, answer questions, discuss consumer complaints, concerns, and issues, and to explain options available to consumers. Travel throughout Maryland is required.

**Experience:** The ideal candidate will have a bachelor's degree from an accredited four-year college or university and three years of relevant experience; interpersonal and organizational skills required. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience. Knowledge of consumer protection laws, including health insurance and healthcare billing issues preferred. Ability to communicate effectively, both orally and in writing, with diverse communities is essential. Proficiency using Microsoft Office Suite required.

**Submission:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business on Wednesday, May 31, 2023.

**Equal Opportunity Employer:** The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

**Commitment to Diversity, Equity, Inclusion, and Belonging:** The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.