

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Team Development Coordinator
Office of Legislative Audits (OLA)
Located at The Warehouse at Camden Yards

Salary: \$55,000 - \$65,000 - based on experience and qualifications

Team Member Benefits: [Click Here for More Information](#)

Position Summary: This position is part of OLA's Quality Assurance and Professional Development Division and assists with OLA's recruiting, professional development, and employee engagement activities.

Principal Duties:

- Assist with developing and implementing OLA's recruiting strategy.
- Create and maintain engaging recruiting materials, displays, and other promotional items for recruiting activities and events.
- Create job postings and other digital content, images, and videos to promote OLA and target and attract prospective employees.
- Arrange college recruiting activities using various web-based recruiting platforms.
- Network with personnel at higher education institutions and professional organizations for recruiting purposes. Represent OLA at career fairs and other recruiting events.
- Assist with the applicant screening, interviewing, and hiring process.
- Assist with planning and conducting new employee onboarding.
- Assist in arranging and preparing for staff training events including coordinating facility and audio/visual arrangements and producing professional training materials.
- Assist with developing strategies to monitor and enhance employee engagement. Develop and coordinate programs to foster employee engagement such as employee appreciation activities, recognition programs, and social events. Solicit employee feedback and respond to employee questions and suggestions.
- Assist with event planning for in-house recruiting programs, staff meetings, and other special events.
- Assist with maintaining the content and presentation of the OLA website and intranet using SharePoint. Provide recommendations for new, updated, or redesigned content to ensure information is engaging, relevant, and user-friendly to navigate.
- Write, edit, and proofread content for print and electronic communications.
- Design and create electronic forms and documents using Adobe Acrobat and other software. Maintain electronic documents on shared network.
- Conduct work at the OLA Office and on-site at various events, as needed. This may require commuting throughout Maryland or overnight travel (depending on the location). Remote work from home is also permitted.

Qualifications:

- Creativity and resourcefulness with the ability to implement effective recruiting strategies
- Graphic design and videography skills to create effective and appealing communications
- Ability to work independently with strong prioritization, organization, and project management skills
- Well-developed planning and time management skills
- Exceptional attention to detail and accuracy
- Experience planning or coordinating events
- Capable of interacting with all levels of external and internal professionals while developing strong productive relationships
- Excellent communication and presentation skills
- Highly skilled in writing, editing, and proofreading content
- Proficient with Microsoft Office Suite
- Experience with Adobe Creative Cloud and SharePoint preferred
- Bachelor's degree in communications, marketing, or a related field preferred

Send resume and letter of interest to:

Office of Legislative Audits
Email: jobs@ola.state.md.us

Indicate applying for **Team Development Coordinator** position

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.