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Multimedia Project Manager – Cannabis Expungement Education and Outreach Campaign

Homeless Persons Representation Project (HPRP)

Fully remote with option to work in Baltimore, MD office

12-Month Part-Time Position (20 hours per week)

Starting June 1, 2023, Ending May 31, 2024

Who We Are: Homeless Persons Representation Project (HPRP) works to end homelessness in Maryland by providing outreach, education, and free civil legal services to unhoused or unstably housed people. HPRP collaborates with persons with lived experience of homelessness to advocate for policy changes, recognizing that people have the power and expertise to determine solutions to systemic issues affecting their lives.

The Project: In the last year, Maryland has made transformative strides in its cannabis and criminal expungement laws. As a legal services provider, it is essential that we reach those who have faced cannabis-related violations and work with them to expunge their criminal records for those violations. With cannabis legalization going into effect in Maryland on July 1, we believe our work will bring this transformative restructuring of the law full circle. As a recipient of special funding from the Maryland Legal Services Corporation's Cannabis Expungement Grant, HPRP will collaborate with seven other legal services organizations to reach as many people as possible who need expungement or legal information. With a statewide coordinated approach, we will target libraries, community centers, government service agencies, and more to promote the expanded eligibility for expungement. As part of this coordinated effort, HPRP will contract a media company to create educational and promotional materials for information and training around this initiative. Our work will include content creation and marketing for radio, TV, podcasts, social media, and other platforms. If you have a passion for social justice, excellent project management skills, and a keen eye for detail, we encourage you to apply for this exciting opportunity to positively impact our community.

The Position: This is a temporary part-time (20 hours per week) position that starts on June 1, 2023 and ends on May 31, 2024. The Multimedia Project Manager will coordinate logistics for a 12-month Cannabis Expungement Education and Outreach Campaign. The successful candidate will organize projects across multiple vendors and grantee organizations, track costs, and provide regular status updates to the project stakeholders. The ideal candidate should have experience in digital media development and project management, exceptional communication skills, and high attention to detail.

Key Responsibilities:

- Work closely with the staff of grantee legal services organizations and a contracted media company to coordinate developing and launching an awareness campaign.
- Coordinate and manage the delivery of all multimedia projects within the campaign.
- Develop and manage project schedules, timelines, and budgets.
- Collaborate with cross-functional teams, including vendors, designers, writers, and subject matter experts, to ensure the timely delivery of high-quality assets.
- Act as a liaison between multiple parties to schedule project activities.
- Creates and maintains project documentation, meeting all requirements for grant reporting.
- Manage and track all project expenses and ensure that costs remain within budgetary limits.
- Ensure all projects meet established standards, adhere to brand guidelines, and are delivered on time.
- Develop and maintain positive relationships with internal stakeholders and external vendors.
- Monitor project progress and provide regular status updates to the campaign stakeholders.
- Conduct regular meetings to discuss project status, review project deliverables, and ensure alignment with campaign objectives.

Required Skills and Experience:

- Higher education in Communications, Marketing, Public Relations, Project Management, or a related field. Equivalent experience may be substituted for formal education.
- 2-3 years of experience in a project management position, preferably in a digital media production environment.
- Proven experience in managing large-scale projects with multiple stakeholders.
- Experience managing contractors, vendors, and budgets.
- Experience with Microsoft Office Suite, project management tools, media storage, and collaboration systems.
- Ability to work collaboratively and delegate effectively.
- Ability to organize, prioritize, and work well under pressure with multiple assignments.
- Excellent written and verbal communication skills.

Salary and Benefits:

- This 12-month temporary position will offer \$36/hour at 20 hours per week with the understanding that limited additional hours may be necessary to accomplish given tasks. Hourly rate is non-negotiable due to the fixed grant funding covering this project.
- HPRP's package of benefits includes full health coverage (medical, prescription, dental) and a contribution toward family coverage; short- and long-term disability insurance; life insurance; 403(b) plan (employer supplemental salary contribution determined annually); and paid vacation, sick, and personal leave.

To Apply: Interested candidates should include: 1) a cover letter describing interest and qualifications for the position, 2) a resume, 3) a short writing sample (no more than five pages), and 4) the names and contact information of three professional references. These items should be sent (preferably as PDF attachments) to jobs@hprplaw.org. The subject line should specify "Multimedia Project Manager."

Hiring Timeline: Please submit applications by Friday, May 19th at 11:59PM. Applications will be reviewed promptly, and interviews will begin the week of May 22nd.

Vaccination Requirement: All HPRP staff members must stay current on their COVID vaccinations, including receiving additional booster doses that are or may subsequently be recommended by the CDC. Vaccine exemptions may be granted on a case-by-case basis on religious grounds and in accordance with the reasonable accommodations guidelines of the Americans with Disabilities Act (ADA).

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all community members can thrive. Therefore, we strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the TLGBQIA+ (Trans, Lesbian, Gay, Bisexual, Queer, Intersex, Asexual, and more) community, people with lived experience of poverty or homelessness, and people from other underrepresented and historically marginalized groups.