



**Councilman Mark Conway**  
Baltimore City Council *Fourth District*

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100 N. Holliday Street, Suite 550 • Baltimore, Maryland 21202  
(410) 396-4830 • [mark.conway@baltimorecity.gov](mailto:mark.conway@baltimorecity.gov)

**Job Opportunity: Director of Policy & Communications**

The Office of Councilman Mark Conway seeks a Director of Policy & Communications to join our dynamic team. The Director of Policy & Communications is responsible for coordinating the office's communications operation and working with the Chief of Staff on the councilman's policy operation — from bills to committee work, including the councilman's chairmanship of the Public Safety and Government Operations Committee.

If you are ready to think through Baltimore's most pressing issues and hustle for the Fourth District, consider applying. Read more about our office work at [conway4baltimore.com](http://conway4baltimore.com). **Interested applicants should submit a resume, cover letter and two professional references to [david.pontious@baltimorecity.gov](mailto:david.pontious@baltimorecity.gov).**

**Responsibilities:**

**1. Policy (50%)**

- Research policy topics assigned by the councilman or chief of staff, and brainstorm new policy ideas and suggestions based on reports, studies, constituent ideas, precedents in other cities, and more.
- Build and develop relationships within and outside city government, including with other council offices, city agencies, the mayor's office, state and federal partners, and local advocates.
- Assist in drafting and refining Councilman Conway's legislation as it is considered by the council, and staffing the councilman for committee hearings.

**2. Communications (30%)**

- Create and post social media posts for the councilman and assist in the creation of the councilman's biweekly email newsletter for constituents.
- Create attractive, clean, and informative graphics on the councilman's work.
- Field requests for interviews with the councilman and comment from media outlets.

**3. Community Engagement & Constituent Service (20%)**

- Attend community association meetings and forge relationships with community leaders and members.
- Collaborate with constituents and city agencies to solve problems.

### What We're Looking For:

- High school diploma/GED required, with ideally 1–2 years work experience
- Strong interest in politics and government, especially local government
- Familiarity with Baltimore and the Fourth District
- Organized, detail-oriented, reliable, strong written communicator with robust customer service skills
- Experience with policy research and excitement about diving into the weeds of complex issues
- Ability to work some evenings and weekends as circumstances dictate

### Details:

- **Pay:** \$39,000–\$42,000 (negotiable)
- **Benefits:** Affordable healthcare plan, earned leave, comp time, and [paid holidays](#)
- **Office/WFH policy:** Staff will split time between City Hall, district office, and home
- **Start Date:** As soon as possible
- **Reports to:** Chief of Staff

**About Councilman Mark Conway:** Mark Conway represents Baltimore's Fourth District on the Baltimore City Council and chairs the Public Safety and Government Operations Committee. In addition to his chairmanship, Mark serves on the Economic and Community Development Committee; Health, Environment, and Technology Committee; and the Rules and Legislative Oversight Committee. Before joining the council in 2020, he served as Deputy Director of CitiStat and Executive Director of the Baltimore Tree Trust. He is currently the Executive Vice President at the Chesapeake Conservancy, where he oversees various programs and the work of its Conservation Innovation Center. He holds a B.A. and Master of Public Policy (MPP) from the University of Maryland.

*The Office of Councilman Mark Conway is an equal opportunity employer. We are committed to building & retaining a diverse team. We strongly encourage district residents, women, people of color, and LGBTQ+ people to apply.*