



## COMMISSION ON HUMAN RIGHTS

### JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: PRINCIPLE HUMAN RIGHTS SPECIALIST</b>	<b>LEVEL: 00</b>
<b>TITLE CODE No: 55077</b>	<b>SALARY: \$62,345 - \$94,644</b>
<b>OFFICE TITLE: COMMUNITY SERVICE CENTER DIRECTOR (BROOKLYN)</b>	<b>WORK LOCATION: 25 CHAPEL STREET, 10<sup>TH</sup> FLOOR, BROOKLYN, NY 11201</b>
<b>HOURS/SHIFT: 9:00 A.M. - 5:00 P.M. AND AS NEEDED, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.</b>	

### Job Description

The Commission on Human Rights is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, and retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

#### Job Description

The Community Service Center (CSC) Director works within the Commission’s CRB whose mission is to foster positive inter-group relations and understanding of the rights and responsibilities established by NYCHRL which prohibits discrimination in employment, housing, and public accommodations against a variety of protected groups, and also prohibits bias-related harassment and bias-based profiling. CRB works out of CSCs in all five boroughs. CSC staff engages with community members, fosters relationships with community groups, makes presentations on a variety of topics under the NYCHRL, leads trainings with a variety of audiences, and educates the public on their rights and responsibilities under the NYCHRL. The CSCs also work in collaboration with the Commission’s LEB to identify areas of systemic discrimination.

#### Responsibilities include:

- Responsible for successful daily operations and management of center and ensure NYCHRL guidelines are followed.

- Manage a team of Human Rights Specialist and support their growth by modeling, observing and providing comprehensive feedback on how to: build powerful collaborative relationships with community allies; lead meetings, workshops and trainings as well as manage data.
- Guide staff through check-ins, performance assessment, and field observations.
- Identify key prospective community allies and develop long term plan for building powerful partnerships.
- Assist in the marketing and distribution of program information.
- Monitor and evaluate the effectiveness of the program and rate of participation.
- Actively participate in training sessions, designated meetings and special events.
- Responsible for all administrative and supervisory functions.
- Drive and manage outreach and educational events.
- Produce briefing documents for meetings and events.
- Collaborate in the maintenance of the CCHR database, including creating various outreach activities to increase and update the Agency’s email alerts with relevant community organizations and individuals at the grass tops and grassroots level.
- Other responsibilities assigned by the Deputy Commissioner and the Commissioner to help effectively and efficiently run the training program.

### **Qualification Requirements**

1. A baccalaureate degree from an accredited college plus two years of satisfactory full- time experience in which the candidate’s major responsibility was facilitating communication, and cooperation, and mediation tensions, between groups (intergroup relations); community relations; civil rights law enforcement; block or tenant organizing; investigations related to law enforcement; labor or industrial relations; education; social work; or law; or
2. A four year high school diploma or its educational equivalent and four years of satisfactory, full-time experienced as described under “1” above; or
3. Education and/or experience equivalent to “1” or “2” above. However, all candidates must have a four year high school diploma or its educational equivalent, and must possess at least one year of experience described under “1” above.

### **Preferred Skills**

- Strong relationships with organizations and groups serving different communities in the City and five years’ experience working with some of the following people and communities: immigrants; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories. Must be able to work flexible hours and the ability to travel throughout the five boroughs.
- Must be well organized, assertive, and able to work independently and collaboratively.
- A deep understanding of and appreciation for relational organizing, with a strong track

record of managing organizers. An exceptional coach, with a proven track record of staff management, support, and development within a culture of accountability, metrics and regular feedback.

- A track record of leadership and change management in a scaling organization. Ability to effectively build relationships with senior management, employees, and external partners.
- Experience conducting presentations in front of diverse audiences.
- Fluency in Spanish, French, Arabic, Urdu or Mandarin/Cantonese preferred. Willingness to utilize language skills to occasionally assist in translation activities.
- Proficiency in MS Word, Excel and Power Point.

### To Apply

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID #: 240807

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #: 240807

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.**

**\*\*NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. \*\***

#### **New York City Residency is Required Within 90 Days of Appointment.**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN  
EQUAL OPPORTUNITY EMPLOYER**

POST DATE:

POST UNTIL: