



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: COMMUNITY COORDINATOR	LEVEL: 00
TITLE CODE NO: 56058	SALARY: \$48,895-\$75,900
OFFICE TITLE: COMMUNITY COORDINATOR	WORK LOCATION: 22 READE STREET, 2ND FLOOR NEW YORK, NY 10007
HOURS/SHIFT: DAY, 9AM-5PM; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.	

Job Description

The Commission on Human Rights (the Commission) 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, 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.

The Commission is seeking to hire a qualified Community Coordinator.

Job Description:

- Prepare and process forms and papers related to LEB investigations and litigation, such as complaints, subpoenas, requests for information, and notices of closure.
- Provide day-to-day administrative support to the LEB, including reception duties, mail and correspondence, and docketing and service of complaints.
- Maintain an organized, retrievable filing system.
- Collect, assemble and review routine data to support investigations and litigation.
- Perform data entry, make and answer calls, generate letters, emails, and otherwise

facilitate communication with members of the public, employees of other city agencies, court clerks and other individuals.

- Enter/update/retrieve information on several electronic information storage systems in order to facilitate agency operations.
- Assist in compiling and reviewing background data in accordance with agency reporting requirements.
- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Serve as administrative point of contact answering phone, mail, email and web inquiries which may involve interaction with Commission staff, members of the public, and employees of other city agencies including offices of high level officials, etc.
- Perform all duties as needed to advance the work of LEB.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Strong relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the following people and communities: immigrants; people of color; 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 well organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.

- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL, as well as other city administrative laws, rules and regulations.
- Fluency in a language other than English, preferably one common in New York City.
- Demonstrated aptitude with electronic file systems or other data management systems.
- Proficiency in Microsoft Office programs.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 249942

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 249942

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:

8/1/2016

POST UNTIL FILLED: