



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: COMMUNITY COORDINATOR	LEVEL: 00
TITLE CODE NO: 56058	SALARY: \$50,362 - \$ 78,177
OFFICE TITLE: COMMUNITY COORDINATOR	WORK LOCATION: 22 READE STREET, 2ND FLOOR NEW YORK, NY 10007
HOURS/SHIFT: 9A.M. - 5P.M.: ON OCCASION CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR 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 New York City Commission on Human Rights is seeking a Community Coordinator to assist in executing the Office of the Chair’s day-to-day and long-term policy strategies. He/she will help manage the Office of the Chair’s day-to-day operations, including but not limited to: participating in strategy meetings with city agencies, stake-holders, community based organizations, and elected officials and initiating the necessary follow-up; creating and implementing systems to track and roll out new policies and collect and filter data; providing research assistance and crafting memorandums on discrete policy issues; editing and fact checking substantive educational and other outreach material used or promoted by the agency, such as speeches, Q&As, fact sheets, talking points, and training materials; and providing administrative and basic technical support to the Chairperson and other members of the policy team.

The Community Coordinator will be a part of the Office of the Chair and will report to Dana Sussman, Special Counsel to the Commissioner.

Job responsibilities include:

- Helping to manage the day to day operations of the Office of the Chair.
- Participating in strategy meetings with city agencies, stake-holders, community based organizations, and elected officials and initiating the necessary follow-up.
- Creating and implementing systems to track and roll out new policies and collect and filter data.
- Helping to build our case management system and to develop office policies in support of our broader policy initiatives.
- Providing expedited research assistance on discrete policy issues, such as proposed legislation.
- Conducting research and writing memorandums on relevant political, legal, and policy issues to help inform our policy work.
- Editing and fact checking educational and other outreach material used or promoted by the agency, such as speeches, Q&As, fact sheets, talking points, and trainings, providing administrative and basic technical support to the Chairperson and other members of the policy,
- Performing all duties as needed to advance the work of the Office of the Chair.

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.

1. Preferred Skills

- Technological savvy, a high level of proficiency in Microsoft Office, and familiarity with SharePoint.
- Strong analytical and organization skills and attention to detail.

- Ability to fact-check and synthesize complex issues and research on a range of human rights topics.
- 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 proactive, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 267961

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 267961

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: 10/18/2016

POST UNTIL FILLED: