



# COMMISSION ON HUMAN RIGHTS

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: DEPUTY COMMISSIONER FOR COMMUNITY RELATIONS (COMM ON HUMAN RGHT)</b>	<b>LEVEL: M3</b>
<b>TITLE CODE No: 06490</b>	<b>SALARY: \$67,060 - \$178,873</b>
<b>OFFICE TITLE: Deputy Commissioner for the Community Relations Bureau</b>	<b>WORK: 22 READE STREET, NEW YORK, NY 10007</b>
<b>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</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

Working with the Commissioner/Chair and other Deputy Commissioners, the Deputy Commissioner for Community Relations will help formulate and manage the strategy, agenda and priorities of the agency’s CRB and supervise CRB staff. The Deputy Commissioner for Community Relations will coordinate and supervise the work of the CRB and its five borough offices with the objective of formulating programs, planning events, and working with local communities and community groups to educate the public on the NYCHRL.

#### Responsibilities Include

- Working with the Deputy Commissioner for Law Enforcement and the Assistant Commissioner for Law Enforcement to (i) identify Commission-initiated claims that best serve the public interest, and (ii) develop programs responsive to different communities’ and different stakeholders’ needs based on LEB complaints raised;
- Managing the budget for CRB;

- Helping the Commissioner to formulate the priorities and agenda of the CRB;
- Planning and executing citywide visibility and outreach events;
- Traveling to the CRB offices in each borough and coordinating and supervising CRB staff;
- Working with Zone Directors to create and execute a strategic plan for CRB;
- Identifying and working with community partners to develop programming for different Commission stakeholders;
- Identifying and helping to resolve potential conflicts before they are raised with the LEB;
- Representing the agency at different community events;
- Proposing new projects, events, etc. to further the goals of the NYCHRL;
- Working with volunteer attorneys to train businesses on the NYCHRL;
- Establishing relationships with different city stakeholders;
- Working with agency commissioners;
- Conducting research on legal issues as they emerge;
- Advising the Commissioner on proposed legislation; and
- Other responsibilities assigned by the Commissioner to help effectively and efficiently run the LEB.

### **Qualification Requirements**

- Excellent attention to detail;
- Exceptional organizational skills;
- Strong oral and written communication skills;
- Experience working as part of a team and ability to work collaboratively;
- Experience working with low or moderate income individuals;
- Demonstrated commitment to public service;

- Strong strategic thinking skills;
- Strong work ethic;
- Strong diplomacy and people skills;
- Strong relationships with legal advocacy organizations or non-profits working with communities of color; lesbian, gay, bisexual and transgender communities; ethnic and religious communities; advocates for people with disabilities; advocates for people living with HIV/AIDS; immigrant communities; and/or other communities the agency will be working with on outreach, education and support;
- Strong public speaking and presentation skills;
- Strong relationships with organizations and groups serving different communities; and
- Strong management experience and leadership skills.

### **Preferred Skills**

- Prior work experience as an executive director, senior attorney, project director or legal director at a non-profit advocating on behalf of communities of color; lesbian, gay, bisexual and transgender communities; ethnic and religious communities; advocates for people with disabilities; advocates for people living with HIV/AIDS; immigrant communities; and/or other communities the agency will be working with on outreach, education and support;
- Social entrepreneurship;
- Project management;
- Familiarity with the agency and the NYCHRL;
- Familiarity with City government and other City agencies;
- Experience working on educational, advocacy, or outreach efforts with immigrant communities; lesbian, gay, bisexual and/or transgender communities; people with disabilities; people living with HIV/AIDS; people with accommodations issues related to pregnancy, disability or religion; and people with criminal convictions; and
- Fluency in Spanish, Creole, French, Russian, Mandarin, Cantonese, Hindi, or Urdu.

### **To Apply**

**TO APPLY:** Submit a cover letter, resume, and three (3) references to [HCopson@cchr.nyc.gov](mailto:HCopson@cchr.nyc.gov). Please be sure to include “CCHR Deputy Commissioner CRB Position” for JOB ID# 261261 in the subject line.

**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: 09/07/2016

POST: UNTIL FILLED: