



## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: COMMUNITY COORDINATOR</b>	<b>LEVEL: 00</b>
<b>TITLE CODE NO: 56058</b>	<b>SALARY: \$50,362 - \$78,177</b>
<b>OFFICE TITLE: FACILITIES &amp; OPERATIONS ANALYST</b>	<b>WORK LOCATION: MANHATTAN</b>
<b>HOURS/SHIFT: DAY, 9-5 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 (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 which prohibits discrimination in employment, public accommodations, and housing for a variety of protected categories, and prohibits bias-related harassment and bias-based profiling. Through its Law Enforcement Bureau, 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 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.

Reporting to the Director of Operations, the Operations Analyst will be responsible for managing all aspects of operation and maintenance of Commission operated facilities and providing a variety of fiscal, compliance and operational support to the Operations unit as needed. The Facilities Manager/Operations Analyst shall be responsible for managing compliance with City records retention requirements. The Facilities Manager/Operations shall also be responsible for agency compliance with all Office of Occupational Safety, Health and Administration (OSHA) requirements and assisting in all procurement activities.

The duties of the position include, but are not limited to the following activities:

- Manage all necessary maintenance, construction and repairs at Commission facilities and perform site visits as needed.
- Manage the Operations Unit SharePoint website.



- Manage all record retention in accordance with City Requirements.
- Manage all inventory and supplies distribution for the Commission.
- Assist in the preparation of reports for variety of compliance related issues, including, but not limited to OSHA.
- Maintain agency files, tracking systems and deadlines related to compliance, procurement and unit documents.
- Assist in special projects as directed by the Director of Operations or executive staff.
- Perform all duties as needed to advance the work of the Operations Unit and the Commission as a whole.

### **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**

- Excellent writing and communication skills.
- Strong analytic and planning skills.
- Excellent interpersonal and team skills.
- Strong work ethic.
- Well organized, assertive and able to work independently and collaboratively.
- Ability to work under pressure, while juggling multiple tasks simultaneously.
- Computer skills including Inventory Programs, Microsoft 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 # 271180

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID ## 271180

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.



**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: 11/04/2016

POST UNTIL: FILLED