



**COMMISSION ON HUMAN RIGHTS**

**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: Special Assistant to the First Deputy Commissioner/General Counsel</b>	<b>WORK LOCATION: 22 Reade Street, New York, NY 10007</b>
<b>HOURS/SHIFT: DAY, 9am-5pm 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.

The Office of the First Deputy Commissioner/General Counsel oversees the operations of the agency, ensures compliance with internal and external laws, rules and protocols, and advises the agency on all legal matters. The Special Assistant to the First Deputy Commissioner/General Counsel will report to the First Deputy Commissioner/General Counsel and work in collaboration with all programmatic areas within the Commission.

**Job Description:**

- On behalf of the First Deputy Commissioner/General Counsel, serve as the primary liaison for assigned projects within the Commission.
- Assist in the internal coordination, planning, development and implementation of projects to improve the Commission’s efficiency and operational functioning.

- Collaborate with other programmatic areas within the agency by providing project management and support.
- Manage all aspects of the First Deputy Commissioner/General Counsel's office calendar, schedule and commitments, while keeping well-informed of events, responsibilities and engagement requests, and following up as appropriate. Ensure the First Deputy Commissioner/General Counsel's office calendar prioritizes key activities.
- Participate in agency meetings and inter-agency projects and initiatives as assigned.
- Assist with City compliance requirements, including, but not limited to, tracking reporting deadlines and final transmittals of reports.
- Provide daily general administrative and secretarial support for the Office of the First Deputy Commissioner/General Counsel, including, but not limited to, preparing correspondence, maintaining office calendar, answering phones, managing incoming and outgoing mail, copying and scanning documents, and maintaining the filing system.
- Schedule and plan for upcoming critical meetings by preparing the agenda and necessary supporting materials, and taking minutes.
- Monitor and track tasks, deliverables and deadlines for the Office of the First Deputy Commissioner/General Counsel.
- Assist the Records Access Officer in the response of Freedom of Information Law requests.
- Assist the First Deputy Commissioner/General Counsel's office on any and all other matters related to the operation of the agency.

### **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.
- Well organized, assertive and able to work independently and collaboratively.
- Excellent attention to detail, including proofreading, appropriate formatting and spelling and grammar skills.
- Ability to work under pressure, while juggling multiple tasks simultaneously.
- Proficient in computer applications, including 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 # 264576

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #264576

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: 09/26/2016

POST UNTIL: FILLED