COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: DEPUTY EXECUTIVE DIRECTOR	**LEVEL: M1**
TITLE CODE NO: 55085	**SALARY: $53,051 - $145,991**
OFFICE TITLE: TRAINING AND DEVELOPMENT MANAGER	**WORK 100 GOLD STREET**
HOURS/SHIFT: 9:00 A.M. – 5:00 P.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 Training and Development Manager provides support to the Commission's Community Relations Bureau (CRB) and will be responsible for research in areas within the jurisdiction of the Commission, make presentations on a variety of topics under the NYCHRL and coordinate trainings with a variety of audiences. The Coordinator of Trainings and Development reports to the Director of Training and Development and work in collaboration with all programmatic areas within the Commission.

Job Description:

- Prepare training documentation such as training manuals, hand notes/one-pagers for participants, questionnaires and other support materials
- Schedule training sessions and send RSVP's to participants
- Outreach to agencies, community based organizations, schools, faith based organizations and non-English speaking communities
- Coordinate training sessions, find training venues and ensure all necessary equipment
- Participate at training sessions and other related activities and also fill in for the Director he/she is unable to attend
- Assist Director in preparing training curricula
- Assist and/or co-facilitate with lead trainers

- Keep records about each training course and participants
- Collect, keep and analyze data; compose first draft of findings
- Research areas covered by the NYCHRL
- Prepare summaries of CCHR decisions
- Assist in updating training modules
- Create pre-post tests
- Translate curricula
- Prepare surveys
- Performs all duties as needed to advance the work of the Commission.

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.

- College degree.

- Familiarity with the work of the Commission.
- Ability to speak in public
- Very good command of a foreign language

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 226507

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 226507

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: 12/22/15 POST UNTIL FILLED: 1/2/16