



## COMMISSION ON HUMAN RIGHTS

### JOB VACANCY NOTICE

CIVIL SERVICE TITLE: ASSOCIATE HUMAN RIGHTS SPECIALIST	LEVEL: 01
TITLE CODE No: 55038	SALARY: \$54,410 - \$83,505
OFFICE TITLE: ASSOCIATE HUMAN RIGHTS SPECIALIST	WORK 22 READE STREET, NEW YORK, NY 10007
HOURS/SHIFT: 9:00A.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 Commission is seeking to hire a qualified Community Associate to serve in CRB.

The Community Associate will provide support to the Commission’s Director of Training and Development and work in collaboration with all programmatic areas within the Commission. The Community Associate reports to the Director of Training and Development.

#### Job Description:

- Provide day to day administrative support to the Director of Training and Development.
- Assist in the development of internal and external training documents.
- Research to develop training documents.
- Prepare training documentation such as training manuals, hand notes/one-pagers for participants, questionnaires and other support materials.
- Schedule calendars, training sessions and send RSVP’s to participants.
- Perform data entry, make and answer calls, generate letters, emails, and facilitate communication with members of the public, employees of other city agencies and other individuals.

- Assist in compiling and reviewing data in accordance with agency reporting requirements.
- Find venues for workshops venues and secure all necessary equipment.
- Participate in training sessions and other related activities and also fill in for the Director if he/she is unable to attend.
- Assist Director in preparing and updating training curricula and materials.
- Keep records about each training course and participants.
- Collect, keep and analyze data.
- Prepare summaries of CCHR decisions
- Create drafts of pre-post tests.
- Prepare drafts of surveys.
- Maintain an organized and retrievable filing system.
- Perform all duties as needed to advance the work of CRB.

### **Qualification Requirements**

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in one or more of the following fields: intergroup relations, equal opportunity, human rights, community relations, labor or industrial relations, law, social service, education, housing, research, investigation, personnel administration or public relations, which included report writing as an integral part of the duties. At least two years of this experience must have been in intergroup relations, equal opportunity, or human rights, which included report writing as an integral part of the duties; or
2. A four-year high school diploma or its educational equivalent and seven years of full-time satisfactory professional experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent, and all candidates must have at least two years of full-time professional experience in intergroup relations, equal opportunity, or human rights.

### **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.
- Familiarity with the work of the Commission.
- Proficiency in Microsoft Office Suite.
- Ability to speak in public.
- Very good command of a foreign language.
- 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.

### 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 #: 266646

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #: 266646

**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:

POST UNTIL FILLED: