

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: ASSOCIATE HUMAN RIGHTS SPECIALIST	LEVEL: 1
TITLE CODE NO: 55038	SALARY: \$56,746-\$65,258
OFFICE TITLE: ASSOCIATE HUMAN RIGHTS SPECIALIST	WORK LOCATION: 1932 ARTHUR AVENUE, BRONX, NY 10457
DIVISION/WORK UNIT: COMMUNITY RELATIONS BUREAU	NUMBER OF POSITIONS: 1
HOURS/SHIFT: DAY, 9-5; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON 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 act 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 Associate Human Rights Specialist, with particular expertise and knowledge about the Bronx, the diverse communities within the borough, and community outreach and organizing skills, to serve in the Community Relations Bureau, and based out of the Commission’s Bronx Community Service Center.

Job Description:

- Conduct community-based outreach about the NYCHRL and issues related to the law to community groups, tenant groups, grass-roots organizations, educational institutions, non-profit organizations, private entities, faith based institutions, elected officials, and governmental agencies. Identify underserved populations and engage in developing creative and effective outreach strategies tailored to particular community needs.
- Provide workshops and trainings on the New York City Human Rights Law for community groups and community-based organizations, as well as small businesses, local elected officials and their staff, and respondents to the Commission’s law enforcement actions, to further the Commission’s work.

- Represent the Commission at public meetings, local neighborhood community projects, community/cultural celebrations, and community events.
- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Enter, update, and retrieve information on an electronic information storage system to facilitate agency operations.
- Performs all duties as needed to advance the work of the CRB and engage in intra-agency collaboration.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of fulltime 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 fulltime 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 fulltime professional experience in intergroup relations, equal opportunity, or human rights.

* "Intergroup relations" is defined as experience in which the employee's major responsibility is to facilitate communication and cooperation, and mediate tensions between different groups.

Preferred Skills

- Advanced working proficiency in Microsoft Office program, Internet-based research, and computer skills.
- Well-organized, attentive to detail, assertive, and able to work independently and collaboratively.
- Strong oral and written communication skills.
- Excellent attention to detail and strong organizational skills.
- Familiarity with the NYCHRL and/or ability to read and understand laws, rules and regulations.
- Demonstrated aptitude with electronic file systems or other data management systems.
- Fluency in Mandarin, Korean, Japanese, or language other than English.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 419921**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 419921**

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

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

New York City Residency is Required Within 90 Days of Appointment.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 10/21/19

POST UNTIL: 11/01/19