



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: COMMUNITY COORDINATOR	LEVEL: 00
TITLE CODE NO: 56058	SALARY: \$56,229-\$75,900
OFFICE TITLE: DEPUTY PRESS SECRETARY	WORK LOCATION: 22 READE STREET, 2ND FLOOR NEW YORK, NY 10007
HOURS/SHIFT: 9A.M. - 5P.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 New York City Commission on Human Rights is seeking a Deputy Press Secretary to assist in executing the agency’s day-to-day and long-term communications strategy. He/she will help manage CCHR’s day-to-day press operations, including but are not limited to: composing press releases, advisories, speeches, Q&As, fact sheets, talking points, developing and maintaining media lists; promoting agency initiatives through pitching, media events and other creative strategies for media exposure; developing and distributing other information to the news media; preparing Commission officials for press interviews and round tables; responding to daily media requests; tracking relevant press coverage and assisting the Press Secretary and Executive Director of Communications and Marketing with agency’s long term communications strategy.

The Deputy Press Secretary will be a part of the CCHR Communications and Marketing team and will report to the Press Secretary.

Job responsibilities include:

- Assist Press Secretary in developing, coordinating and tracking proactive media

strategies for agency initiatives and programs, and announcements of major public information campaigns including media events and interviews.

- Independently draft, edit and finalize press materials (press releases, op-eds, statements, letters to the editor, and other external communications) and ensure they are clear, engaging, timely and newsworthy.
- Develop proactive press pitches and refine news hooks to promote Commission's work.
- Research reporters for pitches and maintain press database and ensures contacts are accurate and up-to-date.
- Assist Press Secretary and Director of Communications and Marketing in managing daily media inquiries, helping to develop statements and responses in compliance with agency standards.
- Create daily news roundup that summarizes and highlights the news relevant to the Commission.
- Maintain a monthly press calendar, including relevant holidays, events and storylines to use as news hooks.
- Attend and represent Commission/Communications Office at events. which may include preparing talking points, prepping speakers and arranging press logistics.
- Research and develop relationships with reporters working in community, ethnic and online news sites.
- Track media coverage daily.
- Perform all duties as needed to advance the work of Communications and Marketing department.
- Other duties as needed.

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

- Proven experience writing and editing press releases, advisories, press briefings, op-eds, letter to the editors and/or other related press materials
- Strong analytical and organization skills and, attention to detail.
- Ability to fact-check and synthesize complex legislations and research on a range of human rights topics.
- Knowledge of and experience working in New York City media market. Established relationships with reporters and editors desired.
- 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.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 248779

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #:248779

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: