

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Community Relations Specialist	LEVEL: M3
TITLE CODE NO: 10022	SALARY:
OFFICE TITLE: Special Assistant to the First Deputy Commissioner/General Counsel	WORK LOCATION: MANHATTAN
HOURS/SHIFT: DAY, 9-5 AND AS NEEDED 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 (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 or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and eight years of satisfactory, full-time experience as described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 4 years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 2 years. However, all candidates must possess a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

- 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 and search for Job ID # 267617

For all other applicants: Go to www.nyc.gov/careers and search for Job ID # 267617

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:

POST UNTIL: FILLED