



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: COMMUNITY ASSOCIATE	LEVEL: 00
TITLE CODE NO: 56057	SALARY: \$19.53 - \$32.50 (HOURLY RATE)
OFFICE TITLE: TEMPORARY WRITER/EDITOR	WORK 22 READE STREET, NEW YORK, NY 10007
HOURS/SHIFT: 9A.M. - 5P.M.; ON OCCASION CANDIDATES WILL BE REQUIRED TO WORK EVENINGS TO SUPPORT THE DUTIES OF THE POSITION	

Job Description

**** TEMPORARY SHORT-TERM POSITION UP TO 3 MONTHS. ****

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 Temporary Writer/Editor to create topical and service-oriented content that engages the Commission’s audiences. Core competencies include experience reporting and writing high-quality service-oriented content in a fast-paced, deadline-oriented environment to be delivered in a variety of public facing print and web based materials. A successful candidate will be ready to share and implement original content ideas and demonstrate a strong news sensibility and ability to ferret out trends from many sources, including data, legislations and complex policy issues. The writer/editor must also have one or two years of experience writing digital media copy, compelling headlines and editing a range of content. Desirable candidates will have experience in essay and editorial writing as well as online publishing and social media production. The Temporary Writer/Editor will report to the Executive Director of Communications and Marketing and assist her and all members of the Communication and Marketing team with agency’s short and long term communications strategy.

The Temporary Writer/Editor will be a part of the CCHR Communications and Marketing team in charge of executing the Commission on Human Rights’ public messaging and

planning, production, execution and implementation of all media campaigns and public facing products including but not limited to press materials, the website, social media and graphic materials and publications. He/she will collaborate closely with all members of the Communications team on all communications initiatives.

Job responsibilities include:

- Independently draft, edit and finalize materials for a variety of platforms and ensure they are readable, timely and newsworthy.
- Research topical trends to plan and develop compelling written pieces.
- Work with Agency staff members at different levels to gather information and resources for a variety of written pieces.
- Assist Executive Director of Communications and Marketing in organizing and managing the entire editing process cycle of digital and print materials which involve working with a variety of external and internal stakeholders.
- Create facts sheets, one pagers, FAQs, remarks, speeches, talking points, website and print materials copy for diverse platforms and purposes.
- Other duties as needed.

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Proven experience with editorial and web writing.
- Experience with managing the editing cycle in a professional setting.
- Ability to synthesize complex policy issues and legislations and research on a range of human rights topics.
- Strong analytical and organization skills and, attention to detail.
- Candidate must know how to work well independently and as a team member and be able to handle multiple deadline assignments in a fast-paced and quickly changing environment.
- 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. Passion and commitment to social justice and equity.
- Familiarity with the NYC Human Rights Law.
- Proficiency in languages other than English as well as experience with managing digital and social media in a professional setting.
- Strong people skills and leadership skills.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 267965

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 267965

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: 10/18/2016

POST UNTIL FILLED: