

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: DEPUTY EXECUTIVE DIRECTOR	LEVEL: M-1
TITLE CODE NO: 55085	SALARY: \$58,700-\$161,534
OFFICE TITLE: CHIEF OF STAFF	WORK LOCATION: 22 READE STREET, NEW YORK, NY 10007
DIVISION/WORK UNIT: EXECUTIVE	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 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 on Human Rights seeks to hire a dynamic, strategic, and highly organized individual as a Chief of Staff. As Chief of Staff, the prospective candidate will be responsible for, but not limited to, the following tasks:

- Serve as a member of the Executive Team and report to the Commissioner;
- Lead Project Manager on specific initiatives across the agency;
- General project, program and staff management, including managing reports and processes from unit heads;

- Acts as representative for Commissioner in internal and external meetings;
- Serve as liaison to City Hall, City Council, elected officials, and other City agencies;
- Work with other senior staff to develop and implement strategies to improve agency services and programs;
- Strategize on initiatives, policies, and campaigns;
- Identify agency priorities and potential projects;
- Monitor daily updates on the federal, state, and local level as it relates to the work of the Commission; and
- Other duties as assigned.

Qualification Requirements

A baccalaureate degree from an accredited college and four years of professional experience in program or project management and/or public policy administration or advocacy in a government or non-profit setting.

Preferred Skills

- Successful city agency/city government work experience preferred, particularly experience with interagency coordination.
- Highly organized with strong project management skills, including close attention to detail and ability to set and maintain deadlines.
- Excellent relationship management and interpersonal communication skills.
- Extensive experience with office software, including Word, Excel, Outlook, and PowerPoint.
- Strong verbal/written communication and interpersonal skills, including demonstrated success working collaboratively with staff across an organization.
- Strong attention to detail and ability to handle multiple competing priorities; excellent organizational skills.

- Ability to work well under pressure and maintain an enthusiastic work ethic.
- Demonstrated value for innovation and creative problem solving.
- Demonstrated ability to perform complex assignments utilizing automated office systems.
- Demonstrated ability to build professional rapport with the general public, other agencies and internal staff, including providing timely information and service to a wide range of internal and external organization contacts.
- Excellent judgment, discretion, decision-making skills, and demonstrated experience anticipating business needs.
- Ability to travel throughout the five boroughs of New York City.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 441992**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 441992**

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.

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

POST DATE: 07/22/20

POST UNTIL: Filled