



**TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE**

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The Special Assistant to the Executive Director is responsible for managing and coordinating all the executive office activities, including scheduling, internal and external communications which include the development of the agency newsletter and annual report, event management, meeting preparation and special projects, always ensuring a level high of customer service. This position reports to the Executive Director.

The Special Assistant to the Executive Director will work each day with the Executive director managing her very busy schedule involving many audiences. The Special Assistant will work with the Board of Commissioners, stakeholders, the media and the public. This person must be skilled in handling a wide range of administrative related tasks, working independently and as a member of a cooperative team. The ability to communicate with multiple audiences while being resourceful, efficient, and highly professional is necessary for this position. The person must be an excellent communicator (written and verbal), have keen organizational and customer service skills, and be proficient in Microsoft Office with specific skills in page maker Or other appropriate design software. The position serves as a liaison and often represents the Executive Director and the agency at community forums. It is expected that the employee in this position will make presentations at the Tennessee Human Rights Commission Board Meetings as well as have contact with high ranking persons in the General Assembly, community partners, other state, federal and local government officials and the media. Other general administrative duties include oversight of records management, procurement of supplies, and inventory.

A Bachelor's degree with three years' experience providing administrative support and handling communications for an organization at an executive level is required.

Interested persons should send their letter of interest and resume by email or US mail to:

Lori Bell **and**
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