



# COMMISSION ON HUMAN RIGHTS

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: COMMUNITY COORDINATOR</b>	<b>LEVEL: N/A</b>
<b>TITLE CODE NO: 56058</b>	<b>SALARY: \$59,116-\$ \$74,000</b>
<b>OFFICE TITLE: HUMAN RIGHTS COMMUNITY COORDINATOR</b>	<b>WORK LOCATION: 25 CHAPEL STREET, BROOKLYN, NY</b>
<b>HOURS/SHIFT: DAY, 11:00AM-7:00PM (TUESDAY-SATURDAY); ON OCCASION, CANDIDATES MAY BE REQUIRED TO WORK EVENING TO SUPPORT THE DUTIES OF THE POSITION AND EXPECTED TO TRAVEL TO ALL FIVE BOROUGHES TO CONDUCT OUTREACH, IF NEEDED.</b>	

### 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.

#### Job Description:

Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the outreach, education, planning, implementation, and coordination of outreaches to communities in NYC regarding rights and obligations under the NYC Human Rights Law.

- Plans, implements, coordinates, and monitors proactive outreaches providing important community services to communities. This involves conducting community-based outreach about the NYCHRL and issues related to the law to a wide range of entities- landlords, employers, and businesses to make them aware of their obligations. As well as extensive outreach to New Yorkers.
- Prepares reports, conducts analyses, and creates strategic outreach plans.
- Makes recommendations on policies and procedures. Work with intra-agency Units to make recommendations and highlight issues facing the communities served.

- Provides technical assistance and training to communities; provide workshops and trainings on the New York City Human Rights Law for community groups and community-based organizations, as well as small businesses, local elected officials and their staff, and respondents to the Commission's law enforcement actions, to further the Commission's work.
- Attend a variety of public meetings, local neighborhood community projects, community/cultural celebrations, and community events.
- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Enter, update, and retrieve information on an electronic information storage system to facilitate agency operations.
- Performs all other duties as needed within the civil service title to advance the work of the CRB and engage in intra-agency collaboration.

### **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 five 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**

- Expert communicator and demonstrated success in engaging with a wide range of audiences through strong oral and written communication skills.
- Analytical and strategic planning skills to conduct both research and outreach and use different tools of outreach.
- Demonstrated ability to engage diverse and vulnerable communities, especially communities that are hard to reach.
- Advanced working proficiency in Microsoft Office program, Internet-based research, and computer skills.
- Demonstrated abilities to be well-organized, attentive to detail, and able to work independently and collaboratively.
- Demonstrated ability in communicating laws like the NYCHRL to everyday New Yorkers. And/or ability to read and understand complex laws, rules and regulations and communicate the complexities in simple language.
- Demonstrated aptitude with electronic file systems or other data management systems.
- Written and spoken fluency in a language other than English, preferably a language covered under Local Law 30.
- Demonstrated experience in understanding restorative justice and using restorative

practices.

### To Apply

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for **Job ID #: 591279**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID #: 591279**

**\*\*NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. \*\***

**NOTE: This position may be eligible for remote work up to 2 days per week , pursuant to the Remote Work Pilot Program agreed to between the City and DC37.**

**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 City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**

POST DATE: 06/29/2023

POST UNTIL FILLED`