

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**

**JOB OPPORTUNITY**

**DATE POSTED: SEPTEMBER 24, 2019**                      **POSTING END DATE: UNTIL FILLED**

**TITLE:**    **DEPUTY COMMISSIONER FOR EXTERNAL AFFAIRS**

**GRADE/NEGOTIATING UNIT**                                      **NS/MANAGEMENT-CONFIDENTIAL**

**JURISDICTIONAL CLASS:**                                      **EXEMPT**

**STATUS:**    **FULL-TIME**

**ANNUAL SALARY:**    **\$120,000 (HIRING RATE) (PLUS \$3,026 LOCATION PAY)**

**LOCATION:**    **BRONX, NY**

**ESSENTIAL DUTIES AND FUNCTIONS**

The New York State Division of Human Rights seeks a dynamic and innovative executive to serve as Deputy Commissioner of External Relations. Reporting directly to the Commissioner of the Division of Human Rights (DHR), the Deputy Commissioner will serve as the agency's Public Information Officer and design and execute communications, media and public education strategies that amplify the work of DHR and the NYS Human Rights Law. The Deputy Commissioner will also supervise and manage all members of DHR's External Relations team to successfully implement a variety of communications and public education strategies, including social media, in order to advance the mission of the agency. The Deputy Commissioner will anticipate and plan for news and media cycles and coordinate those cycles with new developments linked to DHR and the NYS Human Rights Law. The Deputy Commissioner will be responsible for developing a state-wide outreach and education plan which will include public events on a variety of topics and will manage the External Relations team in all implementation.

In addition, the Deputy Commissioner:

- Provides strategic and/or confidential advice to the Commissioner in preparation for appearances and statements made by the Commissioner;
- Responsible for writing press releases, advisories, briefings and statements for the Commissioner;
- Coordinates press, media, and external affairs with the Governor's Office and other New York State agency partners
- Manages the updates to DHR's external facing materials, including the agency website, ensuring consistency across all communications, when there are changes to the Human Rights Law and/or processes within the agency;
- Develops and maintains positive relationships with a variety of governmental stakeholders and advocacy organizations;
- Responds to public inquires, at the request of the Commissioner;
- Meets regularly with the Commissioner to pitch new ideas and strategies for DHR's external communications and events;
- Represents DHR in outreach and other public events and serves, when requested, as the Commissioner's representative;
- Manages the External Affairs team to plan and execute all outreach and public events including but not limited to townhalls, workshops, "Know Your Rights" events and webinars throughout the state;

- Executes and manages the creation and dissemination of DHR’s Annual Report;
- Takes on projects as directed by the Commissioner.

**QUALIFICATIONS**

Applicants must have:

- Ability to produce high-quality work product under tight deadlines;
- Ability to perform well in a fast-paced and dynamic environment;
- A proven track record of elevating and amplifying the work of institutions/individuals;
- Strong writing, editing and proofreading skills;
- Strong working relationships with local and national media with a track record of placing articles and booking TV and podcast spots;
- Experience in writing engaging op-eds that can be placed in a variety of outlets;
- Experience organizing successful press conferences;
- Experience with the creation of organizational newsletters;
- Experience “translating” complex language into “plain language”;
- Excellent management and organizational skills;
- Desire to take initiative and be proactive;
- Knowledge of current issues and events that may impact the agency;
- Ability to pitch story ideas and projects;
- Excellent listening, speaking and writing skills;
- High emotional intelligence.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree from an accredited college/university.
- A minimum of six (6) years of experience in the following areas: public relations, communications, public information, journalism, advertising or marketing, with at least four (4) years serving in a managerial capacity or overseeing staff or a team, performing activities related to the duties of this position.
- Regular travel required throughout the State of New York.
- Driver’s license required.

**Cover letter, resume and writing sample should be sent to:**

**Ali Jafri  
 Director of Human Resources Management  
 One Fordham Plaza, 4<sup>th</sup> Floor  
 Bronx, New York 10458  
 Fax: (718) 741-3214  
 E-mail: resume@dhr.ny.gov**

**NEW YORK STATE DIVISION OF HUMAN RIGHTS  
 (An Equal Opportunity/Affirmative Action Employer)**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via e-mail at Info@goer.ny.gov*