

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: MAY 17, 2022	POSTING END DATE: UNTIL FILLED
TITLE:	COORDINATOR(S), HATE AND BIAS PREVENTION UNIT
GRADE/NEGOTIATING UNIT	18 /PEF
JURISDICTIONAL CLASS	NON-COMPETITIVE
ANNUAL SALARY	\$61,270 (PLUS \$3,026 LOCATION PAY)
LOCATION:	BRONX, NY

WHO WE ARE:

The New York State Division of Human Rights (DHR) is dedicated to eliminating discrimination, remedying injustice, and promoting equal opportunity, access and dignity through enforcement of the Human Rights Law. We accomplish our mission by: investigating, prosecuting, and adjudicating discrimination cases; educating the public about their rights and responsibilities; creating policy and proposing legislation; and building community. To learn more about DHR, please visit <https://dhr.ny.gov>.

DHR is launching a Hate & Bias Prevention Unit (HBPU), aimed at providing a coordinated, rapid, and community-focused response to hate and bias incidents across the state. The Unit will lead efforts around public education and outreach, serve as an early warning detection system in local communities, and rapidly mobilize to areas and communities in which a bias incident or incidents have occurred.

Specifically, the Unit will consist of two broad initiatives:

- Regional Councils – Hate & Bias Prevention Councils will be organized by region. The Councils will provide a place for community members to, for example, share concerns, organize educational programming, host hate and bias prevention and community healing events, provide trainings in conflict resolution and facilitate the filing of complaints with DHR and other relevant agencies.
- Rapid Response Team: The Rapid Response Team (RRT) will mobilize to communities impacted by a bias or hate incident. Once mobilized, the RRT will participate in community healing and support, including through rallies, conflict resolution meetings, restorative justice practices, public education, referrals and will facilitate the filing of complaints with relevant State agencies.

DUTIES DESCRIPTION

The Hate & Bias Prevention Coordinator(s) will serve as the primary staff support for the HBPU. The ideal candidate will combine demonstrated program management skills with communications and community organizing experience. These positions will report to the Director of the HBPU and will be responsible for assisting with the launch of the Regional Councils and the Rapid Response Team, as well as other HBPU initiatives that may arise. The Coordinator(s) will work with other DHR staff to further the goals of the Unit and the agency. Specifically, the role will include:

Program Coordination

- Assist with the creation of the Hate & Bias Prevention Regional Councils throughout New York State and the organizing of periodic regional meetings.
- Assist with the creation of and serve as a member on a Rapid Response Team that will mobilize to support communities impacted by hate and bias incidents throughout the state.
- Collect data on hate and bias incidents as they occur around New York State and create reports on the Unit's work for internal and external stakeholders.
- Assist with the production of a Hate & Bias Prevention Toolkit with best practices and a directory of resources.
- Assist the Director in the development of policy proposals and policy positions related to preventing and responding to hate and bias incidents in New York State.
- Other related duties as they arise.

Community Engagement and Public Relations

- Cultivate and maintain relationships with partners and other relevant community organizations, government agencies, and advocates.
- Engage in community outreach to identify and assess possible hate and bias incidents as they occur.

- Provide technical assistance or training on the Human Rights Law to community organizations, DHR staff, and others.
- Develop and organize educational and healing workshops on hate and bias incidents as a member of the Rapid Response Team and in the course of the Unit's Regional Council work.
- Represent DHR and the Unit to the broader community of interested organizations, individuals, and other stakeholders.

Investigation of Hate and Bias Incidents/Discrimination Complaints

- Inform potential complainants of their rights and responsibilities under the NYS Human Rights Law.
- Help parties/communities reach an acceptable resolution.
- Develop an investigation plan, conduct investigations, prepare investigative reports and make recommendations on final determinations (on an as-needed basis).

MINIMUM QUALIFICATIONS:

The successful candidate must have a broad range of skills, but above all, they must be committed to human rights, restorative justice principles, diversity, equity and inclusion and tackling challenges on a daily basis. In addition, the candidate should possess the following:

- Minimum of six years of experience in a position where the responsibilities included providing direct services, organizing community members in support of public policy campaigns, and/or building community coalitions.
- Substitutions: An associate degree in a related field can substitute for two (2) years of the above experience; a bachelor's degree in a related field for four (4) years.
- Effective oral and written communication skills.
- Ability to manage multiple tasks simultaneously and prioritize them effectively.
- Ability to work both independently and cooperatively to implement key strategies.

PREFERRED QUALIFICATIONS:

- Previous experience in work related to hate and bias incidents, restorative justice, and civil or human rights campaigns.
- An advanced degree in a related field.
- Written and verbal fluency in a language other than English.

WHAT WE OFFER:

DHR offers its employees a comprehensive benefits package, including medical, dental, and vision coverage, and generous personal leave and vacation time. Employees can also take advantage of Flexible Spending Accounts (FSAs).

Resumes should be sent to: Janaire Malloy, Director of Human Resources Management
One Fordham Plaza, 4th Floor
Bronx, NY 10458
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.