

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: MAY 17, 2022	POSTING END DATE: UNTIL FILLED
TITLE:	ASSISTANT DIRECTOR, HATE & BIAS PREVENTION UNIT
GRADE/NEGOTIATING UNIT:	NS / M/C
JURISDICTIONAL CLASS:	EXEMPT
ANNUAL SALARY	\$79,410 - \$99,213 (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

Reporting directly to the Senior Director of the Hate and Bias Unit, the Assistant Director of Hate & Bias Prevention will help shape innovative solutions to hate and bias incidents across New York State. The ideal candidate will have experience in implementing transformational, large-scale coalition-building, and community engagement. Specifically, the role will include:

Administration

- Play a key role in launching DHR's Hate & Bias Prevention Unit and shaping its impact.
- Assist with day-to-day management of the Hate & Bias Prevention Unit, including monitoring of the Unit's budget.
- Assist implementation and execution of Hate & Bias Prevention Unit initiatives, including:
 - Working with Regional Hate & Bias Prevention Councils throughout New York State.
 - Working with a Rapid Response Team that will mobilize to communities throughout the state impacted by a hate or bias incident.
- Provide thought leadership on areas of emerging concern in preventing hate and bias incidents, informed by knowledge of community needs and the dynamics that cause these incidents.
- Collect, analyze data and create reports on hate and bias incidents as they occur around New York State.
- Aid in producing a Hate and Bias Prevention Toolkit with best practices and a directory of resources to be shared with communities throughout the state.
- Work with the Senior Director to identify and provide relevant training for the Regional Councils, Rapid Response Team, and other DHR staff.
- Supervise one Hate & Bias Prevention Coordinator and clerical staff.
- Other related duties as they arise.

Program and Coordination Management

- Manage a diverse coalition of stakeholders to advance program goals and objectives in regions throughout the state.
- Develop and implement innovative solutions and strategies to prevent and reduce hate and bias incidents in both the short- and long-terms.
- Monitor performance goals and ensure they are measured and achieved.
- Assist in development of programs, events, and policies, that advance strategic goals.
- Collaborate with partners working on hate and bias issues at the national, state, and local levels.
- Maximize DHR's use of research and relationships to develop innovative and effective solutions to reduce hate and bias across New York State.

Community Engagement and Public Relations

- Serve as the public face of the Hate & Bias Prevention Unit at DHR. This will include representing DHR and the Unit to the broader community of interested organizations, individuals, the media, and other stakeholders, as needed.
- Effectively liaise with partners and other relevant organizations and institutions. This will include developing and maintaining partnerships with community-based organizations and institutional partners throughout the state, creating opportunities for collaboration and building trust within the communities that the Hate & Bias Prevention Unit will serve.

MINIMUM QUALIFICATIONS

- A bachelor's degree in a related field and two years of relevant experience.
- A J.D. or master's degree may substitute for one year of relevant experience. Ph.D. may substitute for two years of relevant experience.
- Demonstrated operational leadership, problem-solving skills and success designing and implementing innovative programs.
- Demonstrated experience in community organizing and coalition-building.
- Passion for supporting marginalized and historically underrepresented community members.
- Experience in hate and bias issues.
- Strong relationship builder and experience working in or with coalitions.
- Effective oral and written communication skills, including public speaking.
- Strong interpersonal, planning, coordinating, budgeting and managerial skills.
- A desire and ability to work with diverse groups of people and a range of national, state, and local stakeholders in the hate & bias space.
- Demonstrated ability to work independently and cooperatively to effect key strategies.

PREFERRED QUALIFICATIONS:

- 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.