

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: OCTOBER 28, 2022	POSTING END DATE: NOVEMBER 30, 2022
TITLE:	DIRECTOR OF EXTERNAL RELATIONS
GRADE/NEGOTIATING UNIT	NS /MC
JURISDICTIONAL CLASS	EXEMPT
ANNUAL SALARY	\$108,342 (PLUS \$3,026 IN LOCATION PAY)
LOCATION:	BRONX, NY

DUTIES DESCRIPTION

Reporting to the Deputy Commissioner of External Relations, the Director of External Relations will assist in identifying agency priority projects and executing strategy to ensure projects are finalized. The Director of External Relations will help implement initiatives to increase the profile of the agency to the public, advocacy groups, elected officials, other enforcement agencies and educational partners. The Director of External Relations will also play a critical role in ensuring DHR's External Relations team successfully implements agency policies and priorities in a variety of communications and public education strategies, including digital communication strategies, in order to advance the mission of the agency.

In addition, the Director of External Relations:

- Plans and executes agency outreach and public events.
- Creates and execute multi-media, statewide public information campaigns addressing discrimination issues.
- Assists Deputy Commissioner of External Relations with writing press releases, advisories, briefings, and statements for the Commissioner.
- Assists Deputy Commissioner of External Relations with writing and producing agency materials such as brochures, posters, and reports.
- Assists with agency website and social media strategy.
- Assists with the responses to all public inquiries, including those from elected officials, governmental entities, and community stakeholders and those forwarded to the agency by the Governor's Office.
- Assist the Deputy Commissioner of External Relations in developing and implementing a comprehensive communication strategy.
- Works on advocacy regarding the NY Human Rights Law; including but not limited to discrimination on the basis of protected classes in employment, housing, places of public accommodation, credit, and non-sectarian educational institutions.
- Any other duties to develop and implement strategy to raise agency public profile as defined by the Commissioner or the Deputy Commissioner for External Relations.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college/university.
- A minimum of five (5) years of experience in the following areas: public relations, communications, public information, journalism, advertising, or marketing, with at least two (2) years serving in a managerial capacity or overseeing staff or a team, performing activities related to the duties of this position. A master's degree may substitute for two years of relevant experience. A JD or Ph.D. degree may substitute for three years of relevant experience.
- Experience with policy advocacy regarding communities of color; gender issues; the LGBTQ community; people seeking reasonable accommodations; fair housing issues; and marginalized or disadvantaged communities.
- Experience with public relations, communications, public information, social media, journalism, advertising, or marketing.
- Regular travel throughout the State of New York.
- Driver's license required.

OTHER QUALIFICATIONS

- Project management skills.
- Ability to produce high-quality work under tight deadlines.
- Ability performs well in a fast-paced and dynamic environment.
- Strong legal writing, editing and proofreading skills.
- Excellent 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.

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.