

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: OCTOBER 18, 2023

POSTING END DATE: UNTIL FILLED

TITLE:

PROGRAM OUTREACH SPECIALIST 1

GRADE/NEGOTIATING UNIT

18 /PEF

JURISDICTIONAL CLASS

COMPETITIVE

ANNUAL SALARY

\$63,108 - \$80,248 (PLUS \$3,087 IN LOCATION PAY FOR DOWNSTATE EMPLOYEES)

LOCATION:

TO BE DETERMINED

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>.

DUTIES DESCRIPTION

Reporting to the Director of External Relations, the Program Outreach Specialist 1 will play a vital role in helping the agency reach stakeholders and New York State residents and build external relationships for DHR. The Program Outreach Specialist 1 will be responsible for designing, planning, and executing the events portfolio for the agency, which include local public outreach events, fairs, public expos, annual summits, and press conferences. The incumbent will be required to demonstrate a high-level of logistical planning, tracking event-related expenses for budget reporting, vendor selection and negotiations, liaising with internal and external partners, supervising volunteers and their job duties/roles, customer service via all communication channels (email, phone, and in-person), exercise independent judgment, and function with minimal supervision in a fast-paced work environment. This position will require travelling across New York State and working some weekends and evenings when necessary. A driver's license will also be required.

As a Program Outreach Specialist 1, you will:

- Plan and execute community outreach events, conventions, meetings and other special events, overseeing the use of resources, financial planning, and scheduling of personnel.
- Implement agreements for approved food service providers for specified events.
- Act as lead manager for large scale events.
- Serve as liaison for the agency in state-wide events.
- Promote agency events and services
- Build and maintain relationships with external partners, local human rights commissions, volunteers, and community-based organizations.
- Schedule the event calendar and oversee event marketing operation, including invoicing and receipting payments.
- Assist higher level staff in drafting budget proposals, providing annual reports and projections for vendor activity, and reviewing financial reports and client bills for accuracy.
- Develop, administer, and maintain marketing for events and programs, including social media, creation of flyers, and website postings.
- Attend meetings, representing higher level staff as necessary.
- Maintain various databases to track, confirm, and produce work orders for program activities.
- Supervise vendor operations and maintain ongoing relationships.
- Meet deadlines with accuracy.
- Perform additional duties and operational support tasks as assigned.
- May supervise lower level staff and volunteers.

MINIMUM QUALIFICATIONS

- **Open/Competitive:** six years of professional experience in a position where the primary responsibility was the extensive promotion and representation of programs and services to public and/or private organizations or the general public for the purpose of increasing participation in, or utilization of, these programs and services.
- **Substitutions.** An associate's degree may substitute for two years of the above experience; a bachelor's degree for four.
- Must possess a New York State Driver's License.

PREFERRED QUALIFICATIONS:

- Proven record of organizing and promoting public events.
- Excellent professional, interpersonal, and written and verbal communication skills.
- Must be highly detail-oriented with exceptional organizational skills, with the ability to handle multiple tasks simultaneously.
- Exercise a high degree of diplomacy, collaboration, and a problem-solving mindset.
- Graphic design skills and marketing knowledge.
- 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 Office of Employee Relations at (518) 474-6988 or via e-mail at Info@oer.ny.gov.