

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: November 1, 2023 POSTING END DATE: UNTIL FILLED

TITLE: COORDINATOR(S), HATE AND BIAS PREVENTION

GRADE/NEGOTIATING UNIT: 18 /PEF

JURISDICTIONAL CLASS: NON-COMPETITIVE

ANNUAL SALARY: \$63,108

LOCATION: ALBANY, 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; proposing policy and legislation; and building community. To learn more about DHR, please visit <https://dhr.ny.gov>.

DHR created the 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 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. The position will report to the Senior Director of the HBPU and will be responsible for assisting with the Regional Councils as well as other HBPU initiatives that may arise. The Coordinator will also work with other DHR staff to further the goals of the Unit and the agency. Travel will be required (approximately 50%). Specifically, the role will include:

Program Coordination and Support

- Assist with program management of the Hate & Bias Prevention Regional Councils throughout New York State and the organizing of periodic regional meetings.
- Manage event programming for HBPU Regional Councils which may include the following: event planning; establishing and maintaining relationships with vendors; booking event venues and scheduling speakers; creating financial reports; and evaluating the event's success and creating reports.

Administration of Community Mini Grants

- Responsible for the management and administration of HBPU's resiliency grants
- Oversees and coordinates the mini grants flow process, documents procedures, and manages all aspects of process implementation including approvals
- Administers all components of the grants cycle, including database management, grant documentation, and grant compliance
- Prepares data-related reports for finance and program related functions
- 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.
- Represent DHR and the Unit to the broader community of interested organizations, individuals, and other stakeholders.

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.
- Demonstrated computer skills, include word processing, database and spreadsheet competence
- Ability to manage multiple tasks, details, and deadlines
- Ability to pay close attention to detail and accuracy

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

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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.