

EXECUTIVE PROGRAM SPECIALIST
(COMMISSION ON HUMAN RIGHTS)

General Statement of Duties and Responsibilities

Under executive direction with scope for the exercise of independent initiative and judgement, serves as Executive Program Specialist, performs duties at a senior executive level in the creation, direction and administration of agency policy initiatives or programs to further the goal of the Commission on Human Rights.

Examples of Typical Tasks

Develop and implement the communication and marketing strategies to advance CCHR's goals.

Foster and manage partnerships between the Commission and communities of color.

Identify areas where campaigns are needed to educate New Yorkers about rights and obligations under the New York City Human Rights Law (NYCHRL).

Develop and build positive relationships with media, elected officials, agency stakeholders and the community.

Assist in the completion of reports required under the NYCHRL or Charter, through the development and review of content.

Supervise the staff of a major operating unit in the functions of the Commission.

Develop and execute various agency programs and projects.

Performs related work.

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(continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and three (3) years of satisfactory, appropriate, full-time professional experience gained in such fields as intergroup relations, community relations, labor, or industrial relations; law, social service, education, housing, research, investigation, personnel administration, or public relations; or
2. A satisfactory equivalent.

Lines of Promotion

None. This class of positions is in the Non-Competitive Class.