



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY

Human Relations Specialist – BRIDGES Safe & Respectful Schools Program

Accepting applicants until September 24th, 2020 at 5pm

Send cover letter and resume to: Don Han, Operations Manager, don@ochumanrelations.org

The BRIDGES Safe and Respectful Schools Program is a nationally recognized school climate and culture program serving Orange County schools for over 25 years. We work with students and educators to build campus environments that are respectful of diversity, where ALL students, staff and parents feel safe, welcome and respected. We offer conferences, workshops, leadership institutes and internships to support our work in schools across the county.

PRIMARY DUTIES (95%)

Under the supervision of the Program Director, implementation of the BRIDGES program in schools throughout the county, including, but not limited to:

- working with students and educators to create safe and respectful schools and improve school climate;
- developing student and staff leaders; facilitating retreats, meetings and trainings/workshops with youth and educators;
- developing school-wide campaigns to improve school climate;
- Assist in leading and coordinating the Walk in My Shoes Youth Conference, Youth Leadership Institute, Human Relations Ambassadors Program (HRAP), Youth Speak Speech Contest

SECONDARY DUTIES (5%)

Human Relations Specialists also assist in agency-wide initiatives, including, but not limited to:

- responding and initiating action toward addressing community problems pertaining to intergroup relations between diverse communities, intergroup understanding, police-community relations,
- mediating conflict; practicing and utilizing restorative justice practices
- facilitate and/or support agency trainings, workshops, projects, programs as needed

MINIMUM QUALIFICATIONS

BA/BS degree and 3 years of experience or equivalent experience which demonstrates knowledge and abilities below.

General Knowledge of:

- Human and civil rights issues that different racial, ethnic, religious, LGBTQ+, immigrant communities, among others, are facing.
- Youth leadership development techniques geared toward diverse student populations.
- Program Development and implementation.
- Dialogue and workshop facilitation and preparation skills.

Some Knowledge of:

- Methods teaching cross-cultural relations and respect towards all people regardless of race, religion, national origin, ethnicity, disability, age, gender/gender identity, sexual orientation, socio-economic status or marital status.
- Dynamics of intergroup relations, problem solving techniques, mediation/conciliation methods.
- Restorative justice and restorative practices.
- Community organizing theory and strategies.
- Program development.

The Orange County Human Relations Council is a non-profit 501(c)3 organization.

Our mission is to foster mutual understanding among residents in order to make Orange County a better place for ALL people to live, work and do business.

Ability to:

- Work with and empower youth.
- Communicate with community organizations in a compassionate and understanding manner.
- Work with diverse groups of individuals to promote cooperation and mutual understanding.
- Deal tactfully with sensitive problems involving divergent viewpoints.
- Understand and be able to teach the decision-making process of institutions to community groups.
- Prepare comprehensive written and oral reports.
- Investigate and analyze human relations problems.
- Identify and dispel stereotypes about different groups.
- Flexibility to work some evenings and weekends

EMPLOYMENT PACKAGE

This position is a fulltime position, 40 hours a week. **HOURLY SALARY RANGE:** \$19.60 to \$26.10 based on experience

Full benefits including health, dental, 401(k), life insurance, 9 sick days, 11 paid holidays, 10 paid vacation days, and others.

Organizational Profile: www.ochumanrelations.org

At OC Human Relations we believe ALL people have a right to live free from discrimination and violence based on any aspect of their being.

Founded in 1991 as a non-profit 501(c)3 organization, OC Human Relations is a nationally recognized leader in creating safe, inclusive schools and communities, developing diverse leaders, mediating conflict and building respect and inclusion among all people.

OC Human Relations helps shape the future through innovative programs like BRIDGES Safe and Respectful Schools, Police/Community Reconciliation, #HateFreeOC, Restorative Justice, Intergroup Dialogues, Hate Crime documentation, Police training in Implicit Bias, Immigrant Parent Leadership Institute, Community Building, Diverse Leadership Development, Mediation and Conflict Resolution.