



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY

Human Relations Specialist-Administrative Liaison (Full-time)

Accepting Applications until Friday, January 7th, 2022

Send cover letter and resume to: Haley Brown, Operations Liaison, haley@ochumanrelations.org

Please submit cover letter and resume in pdf format.

This position serves as support staff to the Human Relations Commission and is funded through a contract with the County of Orange. County Board of Supervisors unanimously approved resolutions to stand in solidarity to denounce all hate crimes and incidents against all Asian Americans and other marginalized communities in Orange County. The Board of Supervisors is committed to increase anti-hate public awareness and hate crime incident reporting. The current scope of work focuses on areas of expanding the network of organizations engaged in anti-hate work and establishing a core group of service providers that will respond to victim support and needs. Funding and scope of work are subject to change at the direction of the County and/or Commission.

GENERAL DUTIES

Under the general supervision of the Executive Director (ED) of Human Relations Commission or designee, the implementation of Commission contract activities throughout the County.

The HRS Administrative Liaison is responsible for directly supporting the ED, Hate Crime Prevention team, and remote bookkeeper. They will also serve as a liaison to the contract partners and community partners. This position is characterized by a wide variety of assignments including, but not limited to, the following:

DUTIES

- Support administrative functions and assisting in collecting and preparing information for the ED and the team use in meeting with the Commission, staff, and outside parties;
- Support the team in research materials for curriculum building for workshops and trainings;
- Support ED and Sr. Human Relations Specialists in coordinating outreach, scheduling workshops & trainings, and other scheduling management;
- Primary provider of documentation and support to remote bookkeeper: monthly bills, mail and deposits, payroll, materials for the annual audit, and digital files/record keeping;
- Support the Team with marketing and communications by assisting with compiling the materials for report; marketing and communications presence by sending out e-newsletters and contributing to social media channels;
- Serving as liaison and representative for the Commission at community meetings, events and other forums to broaden knowledge and expertise on human relations issues and Commission programming;
- Assist team in program development and evaluation;
- Assist team in co-facilitating workshops and trainings;
- Manage Front office duties which include providing information and referrals;
- Other duties as assigned.

QUALIFICATIONS

Minimum 2 years of administrative or related experience. Experience should demonstrate knowledge and the abilities listed below.

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.

General Knowledge of:

- Advanced administrative skills.
- Proficient in Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and creative platforms.
- Information gathering and referral resources.
- Writing, including correspondence and reports.
- Time management, information organization, and retrieval.
- Understanding human relations/human rights issues;
- Proficient in Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and creative platforms.
- Bilingual English/Spanish/Korean/Mandarin/Khmer/Farsi expertise is a plus.

Some Knowledge of:

- Facilitation and Presentation.
- Individual and intergroup relations.
- Problem solving techniques.
- Human and civil rights issues.
- Community building techniques.
- All social media platforms including Twitter, Facebook, LinkedIn, Google, Instagram, etc.
- Adobe Acrobat editing/creating skills

Ability to:

- Work with diverse groups and individuals to promote cooperation, dialogue, and understanding
- Work independently, be well organized and able to work on multiple projects.
- Be flexible when responding to calls during the work week and on weekends.
- Manage time and take initiative to complete projects independently.
- Conduct superior telephone skills, and interpersonal skills to interact effectively and positively with people.
- Organized tasks with high attention to detail, accuracy.
- Prioritize and follow-through to effectively manage workflow necessary to handle non-routine, moderately administrative details.
- Use discretion in maintaining the confidentiality of sensitive materials and issues.
- Have high level of flexibility and responsiveness.
- Work and communicate with our diverse staff, volunteers, and community members at large.
- Have passion for human relations field of work to combat hate crime.

EMPLOYMENT PACKAGE

SALARY RANGE:

This position will be hired at 40 hours week. The starting annual salary range for this position is \$43,000 -\$47,000.

Full benefits including health, dental, 401(k), life insurance, 9 sick days, 15 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.

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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.

OC Human Relations is an equal opportunity employer.

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