



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY

Sr. Human Relations Specialist-Outreach & Engagement (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 County of Orange Human Relations Commission and is funded through a contract between the County of Orange and OC Human Relations. The 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 increasing 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 of Human Relations Commission or designee, the implementation of Commission contract activities throughout the County includes, but are not limited to:

- Train and consult with subcontracted organizations, nonprofit partners, and community stakeholders on the implementation and use of the improve hate crime reporting and tracking database;
- Train and consult with subcontracted Community-Based Organizations (CBO) on human relations capacity training needs related to subcontracted services;
- Lead the Anti-Hate campaign roll-out through broad outreach, dissemination of campaign assets/collateral, conducting presentations, trainings, participating in panel discussions, etc.
- Partner with school districts & higher education institutions to help increase awareness/educate about hate/hate trends, how to report incidents, and how to establish campus-wide reporting systems & response plans;
- Expand network of organizations engaged in anti-hate work and represent Orange County in local, state and national coalitions;
- Actively participate in coalitions at state/nation and serve as a representative & spokesperson promoting the innovative collective impact work being done in Orange County;
- Serve as a liaison/consultant to cities looking to establish Human Relations Task Force, Committees, etc.;
- Prepare monthly/quarterly reports regarding contract deliverables and outcomes;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

BA/BS degree from an accredited college or university and two years combined experience/education demonstrating the knowledge and abilities listed below.

General Knowledge of:

- Understanding human relations/human rights issues;
- Workshop development, facilitation and training skills;
- Community relations and collaboration ability;
- Mediation and conflict resolution skills;

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.

- Proficient in Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and creative platforms;
- Written and verbal fluency in English and Spanish, Korean, Mandarin, Khmer or Farsi is highly desired.

Some Knowledge of:

- Contract management
- Program development
- Individual and intergroup relations
- Problem solving techniques
- Human and civil rights issues
- Community building techniques

Ability to:

- Work with diverse groups and individuals to promote cooperation, dialogue, and understanding
- Respond with empathy, respect and confidentiality during sensitive situations involving police/community conflict.
- Work with Law Enforcement agencies, Schools, Governmental agencies, Grassroot organizations and other community members in a respectful and diplomatic manner.
- 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.

EMPLOYMENT PACKAGE

SALARY RANGE:

This position will be hired at 40 hours week. The starting annual salary range for this position is \$50,000 -\$65,000.

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.

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.