



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY

Sr. Human Relations Specialist-Subcontract 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 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:

- Serve as the contract liaison for all subcontracted Community-Based Organizations (CBOs) and manage Memoranda of Understanding (MOU) for subcontracted services;
- Provide guidance and support to CBOs to successfully fulfill contract deliverables and oversee implementation of in-language services & support;
- Identify human relations capacity training needs for CBOs and coordinate training opportunities for CBO staff related to subcontracted services;
- Coordinate and lead monthly check-in meetings with CBO providers to review network referral processes, share best practices, discuss areas of improvement, and relationship maintenance;
- Work closely with Hate Crime Prevention Coordinator to streamline report referrals, status of referrals, and tracking services provided/outcomes;
- Assist in the Anti-Hate campaign roll-out through broad outreach, dissemination of campaign assets/collateral, conducting presentations, training, participating in panel discussions, etc.;
- Support and participate in the Hate Crime Prevention Network;
- Prepare monthly/quarterly reports regarding contract deliverables and outcomes;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

BA/BS degree from an accredited college or university or similar experience 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;
- Data analytical and report writing skills;
- 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.

- 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.