



EMPLOYMENT OPPORTUNITY

Senior Human Relations Training Specialist

Accepting Applications on a rolling basis

Send cover letter and resume to: Don Han at don@ochumanrelations.org

*Please submit cover letter and resume in **pdf** format.*

In collaboration with the training team, this position will support the research, development, expansion and delivery of comprehensive curriculum through workshops and training for OC Human Relations. Under the general supervision of the Director of the Training Program or designee, this position will provide staff services to the Orange County Human Relations Council throughout the county, as follows (but not limited to):

CORE DUTIES

- In collaboration with the training team, helps with the-development and facilitation of the following training topics: Implicit Bias; OC Civil Rights History; Restorative Justice; Conflict Resolution; Levels of Racism; Racial Equity; Cultural Responsiveness; DEI and Belonging; etc.
- Support the development of more equitable workplaces through training and consultation with clients.
- Co-develop strategic vision for expansion of antiracist programming with continual conversations/dialogues about systemic racism, white supremacy & seeking ways to dismantle it.
- Partner with colleagues from across agency to facilitate trainings and take responsibility for the cross-team collaborations
- In consultation with Director of the Training Program, provides all aspects of assigned duties; maintains records to assure contracts/projects are within budget and writes final financial reports; develops collaborative planning processes; identifies creative solutions to complex human relations issues; takes responsibility for overall coordination, development and execution with a minimum of supervision.

SUPPORT DUTIES

- Collaborate with other teams to support mediation and/or conciliation process to address individual and group conflict cases like neighborhood disputes, racial/ethnic tension, and division among diverse communities/organizations.

MINIMUM QUALIFICATIONS

3-5 years of increasing experience demonstrating the knowledge and abilities below.

Intermediate to Advanced Knowledge of:

- Human and civil rights issues that different racial, ethnic, religious, LGBTQ+, immigrant communities, among others, are facing.
- Diversity, Equity and Inclusion practices and programming, including knowledge of racial justice, social justice and intersectionality.
- Organizational development and strategic planning.
- Leadership development techniques geared toward training diverse groups including in the nonprofit, educational, corporate, government and grass-roots communities.
- Collaboration, mentoring, team building and supervision.

Introductory 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.
- Community crisis response.

Ability to:

- Develop interactive trainings and workshops for a variety of human relations and social justice topics at multiple engagement levels (introductory, intermediate, advanced).
- Facilitate trainings and workshops alone or with a partner.
- Work and communicate with our diverse staff, volunteers, and community members at large.
- Use Emotional Intelligence in working with sensitive problems involving divergent viewpoints.
- Be comfortable with naming power dynamics and navigating resulting discomfort at all organizational levels.
- Respond with empathy, respect, curiosity, and confidentiality during sensitive situations involving conflict.
- Work with businesses, schools, governmental agencies, nonprofit organizations and other community members in a respectful and diplomatic manner.
- Work independently, be well organized and able to work on multiple projects.
- Prepare comprehensive written and oral reports.
- Flexibility to work some evenings and weekends.

EMPLOYMENT PACKAGE

The full-time position starting annual salary range is: \$65,000.00 to \$75,000.00

Full benefits including health, dental, vision, 401(k), life insurance, 9 sick days, 16 paid holidays, 10 paid vacation days, and others.

Organization Profile

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, Restorative Justice, Intergroup Dialogues, Hate Crime documentation, Police training in Implicit Bias, Immigrant Parent Leadership Institute, Community Building, programming around organizational Diversity, Equity and Inclusion, Diverse Leadership Development, Mediation and Conflict Resolution, and OC Human Relations Commission.

OC Human Relations is an equal opportunity employer.