BARNSTABLE COUNTY JOB DESCRIPTION

Title: Human Rights Coordinator	**Classification:** Barnstable County
Department: Commissioners' Office	**Grade:** SPT-3
Reports to: County Administrator	**FLSA Status:** Non-Exempt
Effective Date: December 2019	**Union Status:** Non-represented

Summary

Professional, technical, administrative and educational work on numerous projects and initiatives of the Barnstable County Human Rights Advisory Commission (HRAC); all other related work in conjunction with the Barnstable County Human Rights Advisory Commission Ordinances No. 19-10

Supervision

Works under the supervision of the County Administrator. Performs varied responsible professional duties, requiring judgments in planning, organizing and delivering programs and services. Works closely with members of HRAC, who assist the Coordinator with internal programmatic strategic planning and goal setting.

Employee confers regularly with other County staff on general strategies and specific projects to accomplish the work of the Commission.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Serves as the county's representative on human rights and promotes as directed by the Barnstable County Board of Regional Commissioners and the Assembly of Delegates, a consistent unified message within the scope of the Ordinance consistent with Barnstable County Policy and Procedures, as well as relevant applicable state and federal legislation.

Engages countywide with the various stakeholders to gather and to disseminate information pertaining to human rights concerns and to serve the towns of Barnstable County when called upon to address issues encompassed by this Ordinance.

Assists the towns and meets with the regions' various diverse communities, gathers and records data, promotes equality and equal protection, minimizes acts and patterns of discrimination by promoting awareness through education and when necessary directing those subject to apparent violations to appropriate local, state and federal officials and agencies including, if necessary, the Massachusetts Commission Against Discrimination.

Responds to individual queries.

Prepares and maintains orientation and training materials for HRAC Commission Members, including arranging for periodic training on specific topics identified to support the work of the HRAC Commission Members.

Promotes the Human Rights Advisory Commission and its activities through the development and dissemination of materials available in multiple languages and through a variety of print and electronic media outlets.

Represents the Barnstable County Human Rights Advisory Commission at public events and meetings.

Facilitates opportunities for the HRAC to engage the media to raise awareness of the HRAC.

Identifies and applies for grant funding opportunities to support HRAC activities.

Identifies, plans and coordinates special projects and events that are aligned with the mission and purpose of the Human Rights Advisory Commission.

Performs administrative functions such as preparation of meeting agendas, minutes for all HRAC meetings. Responsible for providing budgetary and financial information to HRAC. Responsible for working with county staff on annual budget preparation and management of expenses.

Meets on a regular basis to provide project updates and share relevant information with supervisor.

Maintains a monthly log of HRAC activities, including the work of the Commission Members to present at monthly HRAC meetings.

Performs similar or related work as required, directed, or situation dictates.

Recommended Minimum Qualifications

Education and Experience
Bachelor's Degree in humanities, law, political science or a related field; minimum 5 years' experience working with a variety of socio-economic groups, as well as racially, ethnically, culturally and linguistically diverse populations; or an equivalent combination of education and experience.

Knowledge Knowledge of, and experience in interpreting federal and state civil rights laws. Familiarity with federal and state agencies authorized to enforce such laws. Knowledge and experience with federal and state civil rights laws.

Ability: Ability to communicate effectively; conduct well planned and executed public presentations; be efficient, accountable, dependable, and meet deadlines; effectively organize multiple tasks and projects; keep supervisor fully informed of progress/obstacles; and be able to use a variety of media and communication tools to store and deliver information. Ability to communicate effectively with multiple sectors including towns, local government, human service providers, schools, health care organizations, funders, faith organizations and the general public. ability to organize and motivate the public's involvement in a broad range of community-based activities; demonstrated ability to work with community groups to identify and address concerns which apply to specific population groups within the County.

Skill: Confident/effective public speaker; positive interpersonal and strong conflict resolution skills; mediation skills; strong organization and planning capabilities; demonstrated creativity, able to perform with minimal supervision. Experience in complaint intake. Prior experience in grant writing. Proficiency in using Microsoft Office, including Word, Excel, Publisher, and Power Point. Fluency in Spanish or Portuguese is desirable.

Required Licensing/Certification: A valid U.S. Driver's License

Job Environment

Work is generally performed in typical office conditions; with frequent interruptions and requests for information or complaint intake; involves travel throughout the fifteen Cape Cod towns, attending meetings with the public, non-profit agencies and local government officials; periodic evening and weekend events across the County, therefore reliable transportation is important.

Operates own car to attend meetings, operates computer and standard office machines, including photocopier, facsimile machine.

Engages in frequent contact with the public, community organizations and human service providers, local, regional, and state government officials and school administrators; contact is in person, also by telephone and electronic mail.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical effort required; work demands frequent travel to daytime and/or evening meetings; must walk, listen and use a computer keyboard for considerable amount of time; must be able to lift computers, printers and boxes of printed material, weighing up to 40 lbs.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer