



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

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EMPLOYMENT OPPORTUNITY

Human Relations Specialist - Community Building Program (Full-time)

Accepting Applications until: Thursday, January 31, 2019 at 5pm

Send cover letter and resume to: Sheri Wingate sheri@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. The current scope of work focuses on areas of Police Community Reconciliation Program (PCRP), police-community relations, human relations issues awareness, community crisis response/support, trainings and workshops around culture diversity, respect, conflict resolution and reconciliation. 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 include, but are not limited to:

- Developing and maintaining relationships with local stakeholders such as; law-enforcement, community organizations, schools, businesses, and diverse community groups;
- 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;
- Coordinating Police Community Reconciliation Program (PCRP). Support residents in understanding and navigating the OC Sheriff's complaint process. Help resolve complaints as a neutral mediator;
- Facilitating police/diverse community dialogues;
- Conduct culture diversity trainings;
- Crisis response and human relations issues awareness;
- Prepare monthly/quarterly reports regarding program activities;
- 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:

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

- Community relations and collaboration ability;
- Bilingual English/Spanish expertise is a plus.

Some Knowledge of:

- Crisis response.
- 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

The annual salary range is: \$42,000 - 54,000

Full benefits including: health, dental, 401(k), life insurance, 9 sick days, 14 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, #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, and OC Human Relations Commission.