

Program and Outreach Assistant Tompkins County

Department: Human Rights Department

Classification: Competitive

Labor Grade: 10

Approved: 10/31/2013 via reclassification by AF

Revised: 8/16; 4/23

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited four-year college or university with a bachelor's degree; familiarity in program development, community outreach and volunteer coordination; and competency in creating and using social media, podcasts and digital content preferred; OR
2. Graduation from an accredited two-year college with an associate's degree and 2 years experience in program development, community outreach and/or competency in creating and using social media, podcasts and digital content; OR
3. Any combination of education, training or experience comparable to or exceeding that stated above, as determined by the Commissioner of Human Resources.

Tompkins County centers Diversity, Equity and Inclusion and embraces the values of Integrity, Accountability, Respect and Equity. We encourage those with similar commitments to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Director of Human Rights in planning, implementing and evaluating the office's inclusive, justice-oriented programming.

Duties include creative use of social media and websites to promote OHR work; supporting the revitalization of the annual K-12 Human Rights Arts Competition or creation of similar programming with Tompkins County youth, culminating with International Human Rights Day (December 10th); assisting the OHR Director with activities related to the administration and fulfillment of grant objectives.

The Program and Outreach Assistant will update/create/maintain marketing resources (hard copy, digital, office logo) to promote OHR.

The Assistant will consult with the OHR Director and the Human Rights Commission's (the office's advisory group) Education and Outreach Committee and support its outreach to rural communities.

Further, the Program and Outreach Assistant position will assist the Director with expanding the footprint of OHR in Tompkins County and in building and maintaining key community partnerships.

Supervision of others is not a typical function of this class.

TYPICAL WORK ACTIVITIES:

- Assists the Director to plan, coordinate, implement and assess human rights education and outreach which centers diversity, equity and inclusion;
- Creatively utilize social media (Facebook, Twitter, other formats) to promote OHR services and programs and administer/update OHR website;
- Work with County Communications to utilize software for promotion of office programs in an e-newsletter format and schedule technical support for recorded programs;
- Explore with are K-12 teachers creative ways to engage them and their students on human rights issues;
- Attend committee meetings of the Human Rights Commission's Education and Outreach Committee;
- Support the Committee's outreach to rural communities'
- Update and/or create hard copy brochures and explore ways to enhance the OHR brand, which may include revisions to the office logo;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Awareness of the principles and practices involved in human rights program planning and implementation;
- Good organizational and time management skills; a capacity for innovation;
- Excellent verbal and written communication skills; excellent listening skills;
- Excellent interpersonal skills and capacity to collaborate;
- Problem solving and decision-making skills;
- Capacity to work with diverse populations, particularly those from vulnerable communities;
- Ability to interact with diverse groups of office and County staff and the general public;
- Commitment to County values of integrity, accountability, respect and equity.

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