

Administrative Specialist I

Working Title: Human Rights Commission Liaison

Requisition: 27199

Application Deadline: 1/31/2019

Pay Range: G.19, \$39,270.40-\$58,281.60

[Link to Job Advertisement](#)

The City of Virginia Beach Human Resources Department is seeking a Human Right Liaison that will:

- Support the Virginia Beach Human Rights Commission (HRC) in the development of programs, coordination of special events, and communication with citizens for the purposes of promoting Human Rights initiatives and addressing related issues;
- Develop positive working relationships with other City boards, commissions, Virginia Beach Public Schools, civic leagues in the community, citizen organizations, and other private sector organizations;
- Coordinate HRC meetings, retreats, events, and bi-monthly site visits;
- Draft correspondence and documentation on behalf of HRC Commissioners for City Council approval;
- Track community projects, initiatives, and programs;
- Assist with the development of promotional materials;
- Oversee HRC budget;
- Assist with the Investigation Review Panel (IRP) by being responsible for management of case files and assisting with documenting processes.

Requires any combination of education (above the high school level) and/or experience equivalent to five (5) years in fields utilizing the required knowledge, skills, and abilities, such as business or public administration.

Preferences:

- Previous experience working with or facilitating elected or appointed boards and/or commissions;
- Experience establishing relationships with diverse stakeholders within and outside the organization to facilitate consensus;
- Experience using diplomacy in handling sensitive information;
- Experience developing opportunities for citizen / stakeholder input or involvement;
- Bachelor's Degree in related field, such as, Business or Public Administration;

- Preferred candidates will also demonstrate exceptional written and oral communication skills.

For more information and to apply on-line by 1/31/19 go to www.vbgovcareers.com EOE