



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Department of Human Resources

Invites Applications For The Position Of:

Professional Specialist

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An Equal Opportunity Employer

Must Apply on line at: www.nashville.gov

Open Competitive Job Announcement

SALARY: \$48,437.60/Annually

ISSUE DATE: 5/29/2015

FINAL FILING DATE: 6/15/2015

THE POSITION:

The position coordinates activities of Metro Human Relations Commission organizational programs as they relate to community outreach, data gathering, and policy analysis. The mission of the Metro Human Relations Commission is "to protect and promote the personal dignity of all people." Reporting to the Executive Director this position will work on collaborative, innovative, outcome-oriented programs to achieve this mission through governmental, economic, cultural, and social channels.

TYPICAL DUTIES:

- Identify and communicate regularly with community partners regarding policy goals and recommendations, program collaboration, and opportunities for community education.
- Organize and present community education sessions.
- Analyze and maintain up-to-date organizational policy data to report on programs and monitor trends.
- Attend community meetings and events on behalf of the commission and report back to the Executive Director, staff and commissioners regarding data gathered at events.
- Participate in long and short term program development and planning.
- Perform needs analysis studies, through questionnaires and community listening sessions to identify specific needs for programs and/or policy recommendations.
- Responsible for all public facing platforms such as social media, the department's website, email marketing, etc.
- Manage Title VI coordinators, review complaints, and assist with Title VI trainings.
- Oversee day to day implementation of organizational programs.
- Writes reports as necessary and communicates with administration.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in related field and two (2) years of experience in the areas of human relations, community relations, or community organization or related area.

LICENSES REQUIRED:

Valid "Class D" driver's license

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- Master's Degree in related field
- Ability to engage in organizational decision making regarding strategic priorities, potential challenges and opportunities.
- Ability to ensure program budgets stay on track and program staff effectively manage and utilize funds.
- Ability to participate in publications, grant applications, and reports through collaborative writing.
- Ability to collaborate closely with the Executive Director to identify partnership and funding opportunities and promote relationship building among MHRC and other organizations, agencies, and/or individuals.
- Ability to serve as programmatic liaison to external partners, including representing MHRC at community meetings and events.
- Ability to work and communicate effectively with people of diverse backgrounds.
- Strong writing and public speaking skills.
- Thorough knowledge of Microsoft office suite, data management systems, and social media strategies.
- Bilingual, fluency in English and one additional language preferred.
- Demonstrated ability to work on deadline, be highly organized, and maintain accountability and strong communication with others in collaborative projects.
- Strong project management skills managing complex and multifaceted projects.

****An Incomplete application or missing documents may result in disqualification.**
Fill in complete work history, do not attach resume in lieu of requested information.**

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.



Requests for ADA accommodation should be directed to David Sinor @ 862-6735