

MINORITY AFFAIRS COORDINATOR

DEFINITION

Under general supervision of the County Executive, be responsible for the operation of the County's Minority Affairs program.

EXAMPLES OF DUTIES

Develops, administers and plans community-wide programs which offer minority and other protected group members employment, housing, business, social and political opportunities. Develop community liaison to encourage participation in Minority Business Enterprises. Assist law enforcement and court agencies resolve racial incidents. Monitor enforcement of equal housing ordinances and coordinate integrated housing programs among area housing authorities. Develop training and public informational programs designed to change attitudes about cultural prejudices. Play a lead role in appointment process particularly to ensure involvement of protected class organizations and citizens in outreach efforts.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to two years experience working with community-based organizations providing advocacy for minority group interests in an employed or self-employed capacity that includes program analysis and making presentations to policy making or recommending bodies. Prefer experience in the promotion of fair housing issues.

Knowledges and Abilities: Working knowledge of rules and regulations pertaining to fair housing and Minority Business Enterprises. Ability to develop effective working liaisons among a variety of governmental public and private agencies. Ability to perform program analyses and formulate related program recommendations. Ability to develop and coordinate community-wide public information programs; skill in resolving racial incidents using community resources. Ability to work with law enforcement and court agencies. Ability to communicate effectively.