



## NEW YORK CITY COUNCIL JOB POSTING

<b>JOB TITLE:</b>	<b>EEO/Diversity Specialist</b>
<b>PROPOSED SALARY RANGE:</b>	<b>\$95,000 to \$105,000</b>
<b>DIVISION/UNIT:</b>	<b>Equal Employment Opportunity &amp; Diversity Office</b>
<b>WORK LOCATION:</b>	<b>250 Broadway New York, New York 10007</b>

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The New York City Council, an equal opportunity employer, is seeking an EEO/Diversity Specialist to work in its Equal Employment Opportunity & Diversity Office. To be successful, candidates must thrive in a fast-paced environment requiring attention to detail, adaptability, and the ability to manage multiple priorities and evolving organizational needs under tight deadlines.

### KEY RESPONSIBILITIES:

- Assist in developing and maintaining the following: internal tracking systems, reports, correspondences, event flyers, newsletters, data analysis, record keeping, EEO and Diversity programs.
- Assist with receiving, assessing, and managing complaints of discrimination, harassment and bullying under applicable laws and internal policies. Conduct investigations, including gathering evidence, interviewing witnesses, and preparing findings, reports, and recommendations. Track complaint data and outcomes to identify systemic trends or recurring issues. Ensure confidentiality and compliance with procedural timelines.
- Provide reasonable accommodations in accordance with federal, state, local laws and internal policies. Process and evaluate employee and applicant requests for reasonable accommodations.
- Assist in providing public accommodation in accordance with applicable federal state, local laws and internal policies and procedures. Assist with responsibilities under ADA Title II, including processing, tracking and documenting public accommodation, and resolving any related grievances or complaints. Assist in and collaborate internally to maintain and advise on company website accessibility concerns and compliance. Assist in processing, providing and fulfilling translation services requests. Provide guidance and assistance on accessibility best practices.
- Assist in developing, updating, and delivering EEO and Diversity related training to staff and managers. Assist in creating and maintaining online and in-person learning modules and internal resources. Assist in providing tailored training sessions on bullying, harassment prevention, reasonable accommodation, and EEO compliance. Monitor changes in EEO laws, regulations, best practices and guidance. Assist in coordinating and developing training, training materials and skills assessment programs. Maintain tracking for training and assist in preparing handouts and power-point slides.
- Plan and coordinate diversity, equity, and inclusion events, observances, and communications. Prepare newsletters, articles, and educational materials promoting inclusive practices.

- Maintain confidential EEO records, information and case management systems. Collect, analyze, and report demographic and complaint data to identify trends and areas for improvement.
- Eight (8) hour workday is standard; however, staff may be expected to remain accessible or periodically monitor email. Occasional after-hours availability may be required to address time-sensitive matters, urgent case developments, or agency needs
- In-person attendance may be required for meetings, investigations, trainings, or other essential functions.
- Perform other duties, as assigned.

#### **QUALIFICATIONS:**

- Bachelor's Degree and three (3) years' relevant experience pertaining to EEO and/or Diversity-related matters required.
- Knowledge of EEO laws, complaint procedures, reasonable accommodations and best practices.
- Excellent interpersonal communication and analytical skills, excellent presentation, networking and written communication skills required.
- Advanced project management skills including the ability to adapt to a changing environment and managing a wide variety of projects.
- Previous experience developing information materials.
- Experience conducting investigations in EEO and diversity arenas preferred.
- Effective conflict resolution skills and the ability to determine mutually acceptable solutions for difficult employee / workplace conflicts preferred.
- Knowledge of applicable regulatory requirements, laws and guidelines preferred.
- Successful record of leading or facilitating the completion of diversity and inclusion initiatives.
- Problem solving among competing interests.
- Computer applications proficiency in Microsoft Word, Excel, PowerPoint, Canva.

#### **ADDITIONAL INFORMATION:**

New York City residency required within 90 days of appointment.

For eligible employees, health, dental and vision insurance coverage are offered upon hire. Retirement plans, deferred compensation plans, group life insurance, paid time off and paid holidays, training resources, health & fitness reimbursement and wellness programs are also available.

The New York City Council makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [EEOOfficer@council.nyc.gov](mailto:EEOOfficer@council.nyc.gov).

#### **HOW TO APPLY:**

Qualified candidates should forward their resume and a cover letter to:

**E-MAIL:** [counciljobs@council.nyc.gov](mailto:counciljobs@council.nyc.gov)

**MAIL:** New York City Council  
Attn: Personnel Services/Recruiting (EEO DIV)  
250 Broadway, 26th Floor  
New York, New York 10007

**FAX:** 12124014711

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

**The New York City Council is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**