Part Time Human Relations Coordinator

The City of Holland has a part-time opening for a Human Relations Coordinator. The position will be scheduled on a flexible basis for 24 hours per week. This position will work directly with the Human Relations Commission under the authority and general direction of the City Manager.

Responsibilities include but are not limited to performing a variety of administrative functions, serves as the primary staff liaison to the Human Relations Commission; attends all meetings and maintains the files of the Commission; and other special committees, aides in the organization of activities of other public and private organizations in an effort to improve relationships and conditions among citizens of the greater Holland area. A full job description can be viewed at www.cityofholland.com

The qualified candidate will have two to four years of experience in public relations and case investigation related to civil rights or similar law as well as knowledge normally acquired through the completion of a Bachelor's Degree in Public Policy, Public Administration, Sociology, or related field. Applicants with significant coursework towards one of the above degrees with the intent of completion will be considered. Bilingual proficiency (Spanish) is required. Multi-Cultural Preferred.

Rate of pay is $19.50-$22.00 per hour; benefits are not applicable. Qualified applicants may send a resume, with cover letter, via regular mail or e-mail, by Wednesday, September 11, 2013 to:

City of Holland
Human Resources Department/Human Relations Coordinator
City Hall
270 South River Ave.
Holland, MI. 49423
E-mail: hr@cityofholland.com

The City of Holland is an Equal Opportunity Employer

Position

Part Time Human Relations Coordinator

Reference #

Status

Closed - no longer accepting applications

Supporting Documents

Posting in Spanish

Job Description

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http://www.cityofholland.com/humanresources/part-time-human-relations-coordinator