

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Human Rights



Position Summary

Program Analyst, Street Harassment Prevention Program

Introduction

This position is located in the D.C. Office of Human Rights (OHR), Communications & Community Engagement Unit. The mission of OHR is to investigate and resolve unlawful discrimination complaints filed in employment, housing, public accommodations and education. OHR achieves its mission by enforcing the Federal and District of Columbia civil rights laws, regulations and executive orders that have been enacted.

Position Overview

The incumbent will serve as the primary point of contact and coordinator for the Advisory Committee on Street Harassment; work under the direction of the Director of Communications and Community Engagement, Deputy Director and/or Director of OHR on all matters pertaining to implementation of the Street Harassment Prevention Act of 2017.

Duties and Responsibilities

- Serve as the point person and technical advisory for the Advisory Committee on Street Harassment (ACSH).
- Research and draft written guidelines and procedures to educate District employees on street harassment and model policies for identifying and appropriately addressing street harassment to be adopted by District agencies.
- Assist relevant District agencies in developing internal polices and training methods on street harassment prevention.
- Track, monitor and manage issuance of grants for the purpose of providing programs to address street harassment.
- Develop and assist in launch of a public awareness campaign to raise awareness and educate the public on street harassment and resources available in the community for victims.

- Create and manage a citywide survey on the demographic profile of victims of chronic street harassment.
- Compile and analyze data on the frequency of reported incidents of street harassment in the District.
- Coordinate ASCH meetings on a quarterly basis and serves as a liaison between District government and community-based organizations that provide services to victims of street harassment.
- Perform other duties as assigned.

Background and Experience

The incumbent must have extensive experience in collecting and tracking data, strong written and verbal communication skills, basic facilitation and training skills, and familiarity with vulnerable communities in the District and local community-based organizations that serve these populations.

Additionally, the incumbent must demonstrate sensitivity to issues related to gender-based violence, be highly organized and detail oriented, and demonstrate high proficiency in Microsoft Office 365, G-Suite and Prezi. Experience serving in marketing or outreach role preferred.

Consideration

If interested, please submit a cover letter. All documents should be submitted electronically to stephanie.franklin@dc.gov. The email should be directed to the attention of “Stephanie Franklin” and should include the subject line “Program Analyst.” **Please note that this is not the formal vacancy announcement, and an official announcement will follow.** Qualified applicants will be urged to formally apply. **Deadline for initial submission is Monday, October 29, 2018 at 5pm.**

Compensation

Compensation will be based on applicable rules, regulations and guidelines, and commensurate with experience. The position is currently slated at a Grade 12.

Contact Information

All inquiries should be directed to Stephanie Franklin, Director of Communications & Community Engagement for the OHR, at stephanie.franklin@dc.gov.