

**City of Berea  
Human Rights Commission  
Administrative Assistant Job Description**

**Purpose of Position:**

To assist the Berea Human Rights Commission fulfill its charge and purpose in serving the City of Berea, and to ensure that the BHRC's duties are met and that its business is conducted in a cost-effective and efficient manner.

**Description:**

The Administrative Assistant position is a part-time position, averaging 23 hours per week. The Administrative Assistant works closely with the Chair of the Commission.

**Duties:**

- Assist in implementing and developing departmental policies, procedures, and practices
- Discharge the City of Berea's policies and conduct business in accordance within the ethical framework required by the City of Berea
- Supervise and manage any interns and/or students working with the BHRC on various partnerships or projects as appropriate
- Communicate and engage with the public in a professional and courteous manner concerning BHRC's business, including various public media outlets
- Record and/or process meeting minutes as designated
- Prepare reports and briefings for public meetings as directed
- Facilitate communication and act as liaison between Commission officers and members, various City of Berea departments and officials (including: Mayor, City Administrator, City Clerk, & Chief of Police), various other local government Human Rights Commissions as well as the Kentucky Commission on Human Rights
- Implement departmental expenditure procedures as directed
- Propose, design and/or conduct public events to educate the community about the BHRC's purpose and endeavors
- Maintain the BHRC's schedule
- Maintain the BHRC's records as directed
- Receive, document and forward discrimination complaints as appropriate
- Develop and maintain directory of local, state and federal services and organizations relevant to BHRC's purpose of promoting equal opportunity and fair treatment
- Work closely with diverse communities

**Training:** Annual training as approved by the BHRC is expected