



**TENNESSEE HUMAN RIGHTS COMMISSION  
CENTRAL OFFICE**

WILLIAM R. SNODGRASS TENNESSEE TOWER  
312 ROSA L PARKS AVENUE, 23RD FLOOR  
NASHVILLE, TN 37243-1102

(615) 741-5825 FAX (615) 253-1886

Toll-Free: 1-800-251-3589 Toll-Free Spanish: 1-866-856-1252

[www.tn.gov/humanrights](http://www.tn.gov/humanrights)

The Special Assistant to the Executive Director is responsible for managing and coordinating all the executive office activities, including scheduling, internal and external communications which include the development of the agency newsletter and annual report, events planning and management, meeting preparation and special projects, always ensuring a level high of customer service. This position is also responsible for managing the agency Communications Program and reports to the Executive Director.

The Special Assistant will work with the Board of Commissioners, stakeholders, the media and the public. This person must be skilled in handling a wide range of administrative related tasks, working independently and as a member of a cooperative team. This position requires the ability to communicate with multiple audiences while being resourceful, efficient, and highly professional. The person must be an excellent communicator (written and verbal), have high organizational skills and be proficient in Microsoft Office with specific skills in publisher or other appropriate design software. The position manages the agency's communication initiatives including event management, designing publications, maintaining the agency web page, Facebook and Youtube accounts. This position will represent the Executive Director and the agency at community forums and events. The employee in this position will make presentations at the Tennessee Human Rights Commission Board Meetings as well as have contact with high ranking persons in the General Assembly, community partners, other state, federal and local government officials and the media. Other general duties include oversight of records management, procurement of supplies, and inventory.

A Bachelor's degree with a minimum of five years' experience providing executive level support and handling communications for an organization at an executive level is required. The salary range is \$35,000 to \$38,000.

The agency will be receiving applications until July 10, 2015. Interested persons should send their letter of interest and resume by email to:

[Lisa.Spencer@tn.gov](mailto:Lisa.Spencer@tn.gov)