



SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

Sacramento Steps Forward Job Description

Job Title: Racial Equity Specialist
Department: Systems Performance
Reports To: Chief Programs Officer
FLSA Status: Exempt

Summary: The Racial Equity Specialist is responsible for coordinating and overseeing the ongoing racial equity strategies of the Sacramento County Continuum of Care (CoC) and of Sacramento Steps Forward (SSF), which manages the CoC. This position will additionally provide leadership for the growth and development of future CoC and SSF racial equity initiatives and goals. Reports to the Chief Programs Officer and supervises the Persons with Lived Experience (PLE) Coordinator. Core responsibilities include forwarding implementation of the CoC Board's [Racial Equity Action Plan](#) and managing the CoC Board's [Racial Equity Committee](#). This will require frequent communication with internal staff members and external partners, stakeholders, community members and other CoC representatives. This position requires extensive proficiency in racial equity tools and frameworks, public policy, strategic planning, systems design, project management, communications, and community engagement and relationship building.

Essential Duties and Responsibilities:

Project Management

- Manage the Racial Equity Committee (REQC), which is comprised of up to 28 members appointed by the CoC Board.
- Arrange and facilitate REQC monthly meetings and, as needed, subcommittee meetings, in collaboration with the REQC co-chairs.
- Meet at least monthly with the REQC co-chairs to plan the REQC meetings and troubleshoot any challenges.
- Manage implementation of the Racial Equity Action Plan, including coordinating with SSF staff, CoC committees, consultants, and other partners.
- Manage implementation of the racial equity goals in the SSF strategic plan.
- Utilize Asana to provide status updates and coordinate with other SSF staff on projects.
- Provide leadership for special projects as they emerge.



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Community Engagement and Relationship Building

- Work collaboratively with all CoC Board members, committee members, colleagues, partnering organizations, and other regional and national CoC representatives.
- As needed, recruit and orient new REQC members, prioritizing recruitment of PLE and Black, Indigenous, and other People of Color (BIPOC).
- Cultivate relationships with organizations that are led by and/or serve BIPOC individuals.
- Seek opportunities to uplift lived experience and strengthen ties with advocates.
- Solicit community input and engagement through forums, surveys, interviews, focus groups, courageous conversations, and other methodologies, either directly or through community-based participatory research.
- Create environments that promote trust, engagement, and accountability.

Subject Matter Expertise

- Both internally and externally, provide professional development including trainings, advise, and forward initiatives centered on racial equity with an intersectional lens; justice, equity, diversity, and inclusion; cultural and linguistic competence; implicit bias; and dismantling institutional and systemic racism.
- Stay current on racial equity trends, tools, research findings, strategies, and best practices.
- Provide technical assistance to the REQC members in their support of the other CoC Board committees' work plan development and use of racial equity tools.
- Support the overall mission of Sacramento Steps Forward through an in-depth knowledge and understanding of the current issues and nuances surrounding homelessness and racial equity.
- Coordinate with staff and consultants to analyze the performance of the homelessness system of care and make recommendations for how to improve outcomes for disproportionately impacted populations. This analysis extends to internal and external policies, practices, programs, and data.
- Serve as the staff liaison on projects to improve racial equity in the Coordinated Entry system.

Communications

- Prepare agendas and documentation for each REQC meeting; approve of meeting minutes and all accompanying documentation prior to distribution;
- Maintain communication with committee members, as requested or as appropriate;
- Periodically report to the CoC Board on the REQC's progress. Write memos and prepare other materials for the CoC Board as needed.
- Prepare materials and present as needed for the SSF Executive Team, SSF Board, CoC Board special meetings and workshops, Sacramento Homeless Policy Council, and other decision-making bodies and events. Participate in public meetings and forums.
- Write applications and reports for funding and technical assistance. Serve as a liaison with funders and other partners upon request.
- Lead the REQC in conducting annual updates as needed to the Racial Equity Action Plan.
- Provide content for the SSF website, newsletters, and other communication channels.
- Provide consistent information and documentation to all involved parties, as requested/necessary.
- Respond promptly to all incoming communications and requests for information.



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Internal Support and Coordination

- Supervise the PLE Coordinator, including supporting the development and implementation of work plans; conducting meetings at least weekly to review progress and challenges; and providing regular performance reviews.
- Attend internal management and staff meetings, as scheduled by the Executive Staff.
- Provide REQ updates upon request at monthly SSF All-Staff meetings and SSF Managers meetings.
- Fully participate in SSF strategic planning and other special processes and initiatives.
- Make recommendations to the SSF Executive Team on how to best align the SSF culture with its stated values.
- Comply with all guidelines and instructions, as provided by the Chief Programs Officer or other members of the Executive Staff.
- Other duties as assigned.

Knowledge, Skills, Abilities:

- Must be able to exercise excellent independent judgment;
- Experience forwarding racial equity initiatives;
- Knowledge and understanding of individuals experiencing homelessness and their associated needs;
- Strong verbal and written communication skills, ensuring that all correspondence is written in a professional manner;
- Strong work ethic and ability to work independently;
- Exercises patience during all interactions;
- Works well under pressure to meet multiple, competing deadlines;
- Demonstrates professional and cooperative behavior with colleagues and supervisors at all times;
- Ability to get along and work effectively with others;
- Experience working with a large diverse workforce of people with different cultures, backgrounds, and opinions;
- Regular, predictable attendance is required;
- Ethical leadership capabilities and commitment to promoting a healthy team environment.

Supervisory Responsibilities: This position includes the direct supervision of the PLE Coordinator.

Measures of Performance: The Racial Equity Specialist shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. **Critical Thinking** – Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. **Judgment and Decision Making** – Considers the relative costs and benefits of potential actions to choose the most appropriate one.



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3. **Dependability** – Can be relied upon to handle a fair workload, meet deadlines and commitments, and accept responsibility for actions.
4. **Quality of Work** – Demonstrates concern for the accuracy and quality of work and takes steps to correct mistakes and improve the overall product.
5. **Communication** – Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.
6. **Cross-Cultural Sensitivity** – Is aware of differences and is sensitive to the needs of different cultures; Modifies behaviors and communications to accommodate these differences.
7. **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
8. **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about their concerns; Expresses disagreement constructively.
9. **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
10. **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
11. **Attendance/Punctuality** – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



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Education and/or Experience: Bachelor's and/or Master's Degree in Public Policy, Nonprofit Management, Strategic Design and Management, Ethnic Studies, or a related field preferred but not required. Required: At least 5 years of experience working in racial equity, public policy, strategic planning, systems design, project management, communications, and/or community engagement and relationship building, preferably in combination. Additional years of experience may serve in lieu of a degree. Any questions regarding educational or experiential qualifications can be directed to the Chief Operating Officer.

Language Skills: Ability to read and interpret documents such as safety rules, instructions and procedure manuals. Ability to write routine reports, articles, proposals, and correspondence. Ability to speak effectively before groups of clients or employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, and telephone.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Until further notice, employees have the option to work from home or to work from the SSF office.



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Application: Interested candidates should send their resume and cover letter to jobs@sacstepsforward.org.

Supervisory Duties:

This position has supervisory duties.

Acknowledgments

I have reviewed and understand the above job description. I understand that the company retains the right to change this job description as needed. This signed job description is not a contract for work, the relationship with the company is that of an "at-will" employee.

I believe that I possess the essential requirements to perform the above job description (with or without reasonable accommodation).

Please indicate any needed Reasonable Accommodations:

Printed Name

Signature

Date