RACIAL EQUITY SPECIALIST JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

The Racial Equity Specialist is responsible for advancing 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 Deputy CEO and this position supervises the Persons with Lived Expertise (PLE) Coordinator. SSF will be hiring a Diversity, Equity, and Inclusion Director and when that position is filled, the Racial Equity Specialist will report to that position.

Core responsibilities include implementing the CoC Board’s Racial Equity Action Plan and managing the CoC Board’s Racial Equity Committee. This work requires frequent and effective communication with internal staff members and external partners, 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, community engagement and relationship building.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment and is mandatory for all SSF staff-full-time, part-time, and independent contractors. Vaccination documentation must be provided to SSF no later than the first day of employment. Vaccination information is completely confidential between the staff member and HR. Reasonable accommodations will be considered as needed.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

**Project Management**
- Manages the Racial Equity Committee (REQC), which is comprised of up to 28 members appointed by the CoC Board.
- Arranges and facilitates REQC monthly meetings and, as needed, subcommittee meetings, in collaboration with the REQC co-chairs.
- Meets at least monthly with the REQC co-chairs to plan the REQC meetings and troubleshoot any challenges.
- Manages and coordinates the implementation of the Racial Equity Plan, including coordinating with SSF staff, CoC committees, consultants, and other partners.
- Utilizes project management skills and Asana to provide status updates and coordinate with other SSF staff on projects.
- Provides leadership for and manage implementation of special projects as they emerge.
- Coordinates implementation of the racial equity goals in the SSF strategic plan.

**Community Engagement and Relationship Building**
- As needed, recruits, and orients new REQC members, prioritizing recruitment of PLE and Black, Indigenous, and other People of Color (BIPOC).
- Cultivates relationship with organizations that are led by and/ or serve BIPOC individuals.
- Seeks opportunities to uplift lived experience and strengthen ties with advocates.
- Solicits community input and engagement through forums, surveys, interviews, focus groups, courageous conversations, and other methodologies either directly or through community-based particularly research.
- Creates environments that promote trust, engagement, and accountability.
Subject Matter Expertise
- Both internally and externally, provides professional development support including training and advice, and forwarding initiatives centered on racial equity with an intersectional lens; justice, equity, diversity, and inclusion, cultural and linguistic competence; implicit bias; and eliminating institutional and systemic racism.
- Provides technical assistance to the REQC members in their support of the other CoC Board committees; work plan development and use of equity tools.
- Supports 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, including racial equity trends, tools, research findings, strategies, and best practices.
- Coordinates 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.
- Serves as the staff liaison on projects to improve racial equity in the Coordinated Entry System.

Communications
- Prepares agendas and documentation for each REQC meeting; approve of meeting minutes and all accompanying documentation prior to distribution.
- Maintains communication with committee members as requested or as appropriate.
- Periodically report to the CoC Board on the REQC progress. Write memos and prepare other materials for the CoC Board as needed.
- Prepares 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.
- Provides consistent information and documentation to all involved parties, as requested/ necessary.
- Responds promptly to all incoming communications and requests information.
- Writes applications and reports for funding and technical assistance. Serve as a liaison with funders and other partners upon request.
- Leads the REQC in conducting annual updates as needed to the Racial Equity Plan.
- Coordinates with the DEI Director to provide content for the SSF website, newsletters, and other published works.

Internal Support and Coordination
- Supervises the PLE Coordinator, including supporting the development and implementation of workplans; conducting meetings at least weekly to review progress and challenges; and providing regular performance reviews.
- Attends internal management and staff meetings, as scheduled by the Executive Staff.
- Provides REQ updates upon request at all monthly SSF All-Staff meetings and SSF managers meetings.
- Fully participates in SSF strategic planning and other special processes and initiatives.
- Makes recommendations to the SSF executive team on how to best align the SSF culture with its slated values.
- Complies with all guidelines and instructions, as provided by the DEL Director or other members of the Executive Staff.

Other Responsibilities:
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills, and abilities:
- Must be able to exercise excellent independent judgement.
- Experience coordinating and moving forward racial equity initiatives.
- Knowledge and understanding of individuals experiencing homelessness and their associated needs.
- Strong verbal and written communications skills, ensuring that all correspondence is written in a professional manner.
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- 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.
- Experience working with a large diverse workforce of people with different cultures, backgrounds, and opinions.
- Ethical leadership capabilities and commitment to promoting a healthy team environment.

**Education and/or Experience:**
Bachelor’s degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Additional years of experience may serve in lieu of a degree. Required: At least 3 years working in racial equity, public policy, strategic planning, systems design, project management, communications and/or community engagement and relationship building, preferably in combination.

**Compensation and Benefits:**
Compensation range $80,000 - $92,000 annually.
Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

**To Apply:**
If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application HERE.

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person’s race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.