

# Metropolitan King County Council

## Position Descriptions



Position: Equity and Social Justice Coordinator	FLSA: Exempt
Department: Council Administration	Salary Grade: 123
Approved: October 9, 2019	Revised: July 3, 2023

### Summary

The Equity and Social Justice (ESJ) Coordinator is a key partner in developing, engaging, and leading the Legislative Branch toward becoming an anti-racist, pro-equity government body. The coordinator will serve as a thought and tactical partner with the ESJ Director to lead and develop inclusive government practices to support the King County Council, staff, and communities. An integral part of this position will include being able to navigate and facilitate conversations, meetings, and trainings that are centered around historically oppressed communities. This position serves as an expert resource on racial equity, social justice, and project management.

### Distinguishing Career Features

The Equity & Social Justice Coordinator Position contributes to the development of approaches to transform systems, structures, policies, and practices with a racial equity, social justice, and collaborative approach. This position will lead the internal Equity & Social Justice Team, identify and engage with community partners, and manage related ESJ projects. The ESJ Coordinator reports directly to the ESJ Director.

### Essential Duties and Responsibilities

- Program Coordination*
- Support the ESJ Director in developing and implementing strategies to advance racial equity and social justice, both internally and externally with communities and the King County enterprise.
  - Lead the internal ESJ Team and support implementation of branch-wide efforts.
  - Engage with staff on the development and progress of individual and group ESJ plans and provide framework and resources as needed to encourage continued progress.
  - Develop and provide resources needed to build and strengthen community engagement and coordination with Council.
  - Support efforts to build capacity engagement with historically oppressed communities to co-design equitable programs and practices.
- Training and Facilitation*
- Lead, facilitate, and coach others in an anti-racist/pro-equity approach to relationships, our legislative branch community, and the public.
  - Support and advance the legislative branch’s ESJ and culture change efforts, applying change management principles and participating in culture change activities.
  - Provide and facilitate spaces and meetings to generate awareness and education around

ESJ.

- Develop and deliver training and learning opportunities for staff to ensure continued focus on equity and social justice.

#### *Communications and Outreach*

- Develop communications channels and tools to sustain momentum of ESJ efforts and collaboration such as newsletters and social media.
- Collaborate on development of strategic initiatives and messaging.
- Maintain and update the KCCESJ web page, including maintaining a calendar of community events.
- Oversee the Council's language access services, including arranging translators for council meetings and other communications
- Promote community awareness of Council policies, initiatives and services.
- Track district and policy interests of Councilmembers and associated King County events.

### **Qualifications**

- Demonstrated experience working in and with diverse and historically underserved communities.
- Experience effectively supporting and implementing racial equity, inclusion, and social justice programs and initiatives.
- Ability to guide change initiatives within an organization.
- Ability to influence without structural authority.
- Leadership skills to develop, push and drive innovation.
- Ability to manage intra- and inter-agency project teams and projects.
- Interdisciplinary, creative thinker with strong interpersonal skills and demonstrated ability to build strong relationships across a variety of partners to ensure successful shared outcomes.
- Strong collaboration, communication, and facilitation skills
- Familiarity with government agency structures and nuance
- Desired: Fluency in Spanish, Hmong, Russian, Somali, Vietnamese or other non-English language(s).

### **Education and Experience**

We are looking for candidates who have a bachelor's degree **and** two years of relevant lived, volunteer, and/or professional experience. A combination of experience and education that demonstrates the ability to perform the work will be considered. Lived experience is highly valued in addition to or in lieu of formal education or work experience.