



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-21-13	POSITION TITLE: Community Engagement Specialist
OPENING DATE: 09-20-21	CLOSING DATE: Open until filled
SALARY: \$85,000 - 90,000 per year	TOUR OF DUTY: 40 hrs. per week
NO. OF VACANCIES: One (1)	OFFICE: Council Office of Racial Equity (CORE)
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

The [Council Office of Racial Equity](#) (CORE) is located within the Council of the District of Columbia. The Council of the District of Columbia proposes and passes laws. CORE determines whether legislative proposals will achieve racial equity—or exacerbate racial *inequity*—by conducting [Racial Equity Impact Assessments](#) (REIAs). [Conducting REIAs](#) is our first responsibility, helping create a District where race no longer predicts opportunities, outcomes, or the distribution of resources for residents, particularly for communities of color.

CORE is housed within the [Office of the Secretary](#). As a Council [central office](#), we serve all [thirteen Councilmembers](#).

DUTIES

As the team’s fifth full-time member, this role will shape and lead CORE’s work with residents. To date, the team has had the pleasure of speaking with community groups about our work generally and about specific REIAs. But we want to engage with more residents, more often. That’s where you come in!

This role’s primary responsibilities will be testing and implementing resident engagement strategies, managing external communication strategies, collaborating with CORE staff to include resident voices in our REIAs, and building strategic organizational partnerships. Secondly, this individual will conduct REIAs and proactively identify national best practices to amplify the community’s voice. Finally, this individual may also be called upon to support or lead CORE initiatives.

Lead the team's resident engagement work:

- Establish and foster effective relationships with Councilmembers, staff, community groups, and residents to amplify our work's reach and impact
- Design and test new ways to engage with residents who have been historically ignored or excluded during the policymaking process
- Create new and engaging ways to incorporate the voices of residents into REIAs
- Manage CORE's existing digital communication channels (like our email inbox and newsletters)
- Develop CORE's social media presence and voice to align with our values and principles
- Develop messaging and external communications in alignment with CORE's internal style guides
- Research how other cities and states are and incorporating resident voices to advance racial equity in policymaking

Write and support the writing of racial equity impact assessments:

- Track bills within the legislative process to strategize how the team can incorporate residents' voices into REIAs and projects
- Analyze proposed policies and programs to determine: *How will this policy affect Black residents and other residents of color in the short term and long term?*

Support the team's ongoing efforts:

- Assist CORE's Director with speaking engagements by determining the individual needs of community groups, drafting talking points, and creating presentations
- Lead and support special projects by monitoring and tracking project resources, deliverables, and deadlines
- Attend Council hearings, community meetings, and training opportunities to stay informed of what is happening in the District, what issues matter to residents, and how CORE can improve

QUALIFICATIONS

We are looking for a candidate who is committed to racial equity and has outstanding writing, editing, research, analysis, and communication skills. These skills may have been gained through lived experience, work or volunteer experience, self-teaching, or education. In addition, this candidate must be able to work both independently and as part of a team.

Qualifications are organized in the same three categories as listed above. **You do not need to have all the qualifications.** If you have some of them and are excited about the role, we encourage you to apply!

Lead the team's resident engagement work:

- You are deeply knowledgeable and passionate about advancing racial equity.
- You are familiar with and passionate about the District, its legislative processes, the local government, and/or the DC area's history.
- You can create, execute, and iterate on a strategy to amplify the voices and experiences of residents in CORE's work.
- You have an interest in travelling locally to meet residents where they are (when COVID allows).
- You are enthusiastic about talking to people and turning strangers into friends, partners, and allies.
- You are comfortable speaking in front of large groups and with people one-on-one.
- You are relatable and empathetic when working with diverse racial, ethnic, and socioeconomic communities.

- You can build and maintain relationships within an organization and between organizations. If you have existing relationships around DC, you are willing to bring them to your work at CORE.
- You are not interested in “business as usual.” You think that government can work differently and are excited about trying bold strategies to find out what can work better.
- You are willing to be honest about what is and is not working about the efforts you lead. You are excited about approaching mistakes or disappointments as opportunities for learning, growth, and creativity.
- You understand the thought and care that public, digital interaction with residents requires. You are responsible and diligent about managing the voice of an organization.

Write and support the writing of racial equity impact assessments:

- You have strong and inspiring writing abilities. You write clearly, even when topics are complicated, and always keep audience and context in mind.
- You understand structural and institutional racial inequity and can bring that understanding to program and policy analysis.
- You are comfortable reviewing qualitative research and quantitative research as both a lead researcher and contributing researcher.
- You are familiar with policy and racial equity concepts through lived experience, work experience, volunteer experience, self-guided research, or school.
- You are critical of data and quantitative research. You understand that data tells an important part of the story—but not the whole story—and requires relevant context.

Support the team’s ongoing efforts:

- You bring a new perspective and can share your thought process with others.
- You value the expertise and feedback of other team members. You are comfortable asking for help and willing to offer help when needed.
- You are willing to pitch in on operational tasks that help keep a new team running.

HOW TO APPLY

- Enter your name, email address, and upload your resume by Sunday, October 3rd by 11:59 PM using [this form](#).
- We will email you on Monday, October 4th with an assignment to complete. You will need [a computer and the internet](#). Assignments should take about 1-2 hours, but you can take as much time as you would like.
- Completed assignments must be submitted by Monday, October 18th by 11:59 PM

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 12 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DOMICILE REQUIREMENT:

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment, or become a domiciliary of the District of Columbia within 180 days of appointment, and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

COVID-19 VACCINATION POLICY

The highest priority for the Council of the District of Columbia (“Council”) is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees’ well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

DRUG-FREE WORKPLACE:

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO STATEMENT: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION