



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

**POSITION VACANCY ANNOUNCEMENT**

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| ANNOUNCEMENT NO: <b>CDC-22-12</b>                         | POSITION TITLE: <b>Racial Equity Analyst</b>  |
| OPENING DATE <b>04-01-22</b>                              | CLOSING DATE: <b>Open until filled</b>  |
| SALARY: <b>\$80,000 - \$85,000 per year</b>               | TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>  |
| NO. OF VACANCIES:<br><b>One</b>                           | OFFICE:<br><b>Council Office of Racial Equity</b>   |
| TYPE OF APPOINTMENT:<br><b>Full-Time Excepted Service</b> | DURATION OF APPOINTMENT:<br><b>At-Will</b>  |
| AREA OF CONSIDERATION:<br><b>Open to the Public</b>       | LOCATION:<br><b>John A. Wilson Building<br/>1350 Pennsylvania Avenue, NW<br/>Washington, DC 20004</b> |

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

The Council of the District of Columbia proposes and passes laws. CORE determines whether these legislative proposals will make progress toward racial equity—or exacerbate racial *inequity*—by conducting [Racial Equity Impact Assessments](#) (REIAs). [REIAs](#) are our primary responsibility as we work to create a District where race no longer predicts opportunities, outcomes, or the distribution of resources for residents, particularly for communities of color. To date, the team has completed nearly thirty REIAs.

That’s where you come in! Your primary responsibility will be conduct racial equity impact assessments for the [Council committees](#) you are assigned. Secondly, the Racial Equity Analyst will assist with embedding racial equity throughout the legislative process, help design and facilitate conversations and trainings, and support or lead CORE initiatives. Responsibilities, qualifications, the application process, and FAQs are detailed below.

**+ What is a Racial Equity Analyst?**

Our Racial Equity Analyst will...

Write and support the writing of racial equity impact assessments:

- 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?
- Apply CORE's REIA methodology to legislation within their assigned portfolio
- Provide technical assistance to Council Committee staff
- Establish and maintain effective working relationships with local officials, staff, and community members
- Assist in the collection and analysis of data to inform strategies and policies that will help Council incorporate racial equity throughout District laws, regulations, and other initiatives
- Monitor best practices and emerging research related to racial equity

Support the team's ongoing efforts:

- Facilitate ongoing racial equity training and create training materials for Councilmembers, staff, and the public
- Lead and support special projects by tracking project resources, deliverables, and deadlines
- Attend Council hearings and training opportunities to stay informed of what is happening in the District, what issues matter to residents, and the latest research across issue areas
- Research how other cities and states are incorporating racial equity in policymaking

#### **+ What type of person is CORE looking for?**

We are looking for a candidate who is committed to racial equity and has outstanding writing, editing, research, policy analysis, critical thinking, 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 two 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!**

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.
- You enjoy learning about new topics, research, and research methods.

Support the team’s ongoing efforts:

- 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 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 value the expertise and feedback of other team members.
- You are willing to pitch in on operational tasks that help keep a new team running.
- You are relatable and empathetic when working with diverse racial, ethnic, and socioeconomic communities.
- 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 approach work in a thoughtful manner. You make well-informed, objective decisions and continuously build your intuition on when to make a call vs. bring an issue to a supervisor.
- You notice small things that may have a big impact and check your work for accuracy.
- You allocate time and resources effectively and communicate proactively about your work and deliverables.
- You bring something to the team that we don’t have. That “something” could be knowledge about a policy area, use of a software, being bilingual, experience community organizing, or anything that makes you, you.

#### **+ How do I apply?**

1. [Use this form](#) to upload your resume by Thursday, April 14th at 11:59 PM EST.
2. We will email you on Friday, April 15th with an assignment to complete. You will need a [computer and the internet](#). Assignments should take about 2-3 hours, but you can take as much time as you would like.
3. Completed assignments must be submitted by Sunday, April 24th at 11:59 PM.

## + Frequently Asked Questions

### **What are typical work hours?**

Typical work hours are 9 AM to 5:30 PM, Monday to Friday. We are often invited to speak to residents outside of these hours, so some time commitment outside of the workday may be required periodically.

### **Where is CORE working right now and where will CORE work in the future?**

Right now, due to the public health emergency, the CORE team is working remotely. Soon, we anticipate working both at home and from the John Wilson Building at 1350 Pennsylvania Avenue, NW. We will provide you with the equipment you need to be productive both at home and in the office.

### **Who should I contact if I have questions?**

If you have a question not answered here, please email [CORE@dccouncil.us](mailto:CORE@dccouncil.us) and we will respond within two to three business days.

### **What is your hiring process and timeline?**

Please see the "How to Apply" section above for the first part of the hiring timeline. After candidates are selected to interview, we will hold interviews virtually or in-person/outside. We may request a writing sample, references, or an additional assignment to be completed at the interview stage.

We will let applicants know if they have not made it to the interview round.

### **What if I only have some of the qualifications? Should I still apply?**

**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!

### **Where should I send my cover letter?**

Please do not send a cover letter to us. Rather than have candidates spend time writing cover letter, CORE has decided to review candidates based on their performance on an assignment. (A cover letter allows you to *tell* us why you think you're a good fit for the role, but an assignment allows you to *show* us why you are a good fit for the role.)

### **Can I reach out for an informational interview?**

Please do not reach out to staff for informational interviews. We appreciate the initiative, but we will not be giving informational interviews to keep the process as fair as possible.

### **What is CORE's team culture like?**

We're a small but mighty team! We have high expectations for ourselves and for government. We recognize the importance of our work for DC residents and for people of color everywhere. We work hard and understand that our work is hard. We collaborate, cheer each other on, and are aiming to become a more trauma-informed office. We understand that life happens, and we will work together to figure things out.

### **What kind of work is CORE doing right now?**

In addition to REIAs, CORE is thinking about how to provide more racial equity education opportunities to Council staff, building out our community engagement efforts, improving our REIA template, and thinking about some bigger initiatives to guide our work this summer.

## **What is the history of CORE? Where can I learn more about CORE?**

CORE was a result of the Racial Equity Achieves Results (REACH) Amendment Act of 2020, which was passed and signed into law in December 2020. The REACH Act helps ensure that legislation passed by the Council and programs implemented by the Executive advance racial equity. CORE officially launched in January 2021. You can learn more about CORE on [our website!](#)

**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**