

Program Manager, Equity Research and Training (Contract)

The Center for Urban and Racial Equity seeks a Program Manager, Equity Research and Training to coordinate and implement equity organizational assessments, trainings and research initiatives. We seek a detail-oriented professional with experience working on local and national initiatives with nonprofits, foundations, and government agencies and across issue areas including health, housing, criminal justice and community development. The ideal candidate has deep knowledge of research methods as well as equity, anti-racism and social change frameworks, the ability to facilitate trainings and conversations on these issues with diverse audiences, excellent writing, organizational and problem-solving skills, and the ability to travel for training and consulting engagements. This opportunity is open to candidates based in Washington, DC (preferred), Philadelphia or New York metropolitan areas.

Responsibilities:

Equity Organizational Change

- In partnership with CURE staff and working groups/task forces within client partner organizations (e.g., government agencies and nonprofit organizations), coordinate and implement equity organizational assessment activities including employee and community partner surveys, focus groups and stakeholder interviews
- Analyze data and develop clear concise findings reports including recommendations for progress towards equity within client and partner organizations
- Provide facilitation support for racial and health equity discussions, trainings and strategic planning sessions
- Prepare training materials, strategic plans, reports, case studies and other communications

Urban Equity Research and Advocacy

- Develop and execute urban equity portfolio of activities including preparation of issue briefs, policy agenda, blog posts and events
- As needed, provide project coordination (e.g., planning focus groups, symposiums, stakeholder interviews) for various research projects including studies on gentrification and DC-based parks

Communications and Reporting

- Provide timely and clear communication of project/program updates and other pertinent information to CURE team members, client and program partners,

- grantees and consultants
- Attend and co-facilitate (as needed) weekly and quarterly team meetings, strategic planning and evaluation sessions

Qualifications:

- Minimum: Progress towards a masters degree or PhD in a relevant area (e.g., sociology, psychology, nonprofit management, public policy, human resources) and at least one (1) year relevant work experience
- Preferred: Completed a masters degree or PhD in a relevant area (e.g., sociology, psychology, nonprofit management, public policy, human resources) and at least three (3) years relevant work experience
- Experience in managing and conducting surveys, stakeholder interviews and focus groups
- Well-developed quantitative data analysis skills; experience with qualitative and data analysis and reporting
- Excellent writing skills and the ability to present information in a variety of formats and styles for different audiences
- Proficiency in Google Docs, MS Word, PowerPoint and SPSS
- Experience working with communities of color
- Attention to detail, strong time management skills and ability to work independently and to take initiative in anticipating and completing tasks
- Demonstrated experience coordinating and leading initiatives designed to address systemic barriers to equity and inclusion experienced by marginalized groups including communities of color, women, and LGBTQ people
- Ability to prioritize assigned consulting projects and deliver consistently high quality work and customer service
- Commitment to ongoing learning and application of new strategies to enhance consulting engagements, services and deliverables
- City government experience strongly preferred but not required

Time Commitment and Compensation

The selected consultant will be available to start in July 2019. This opportunity is best suited for individuals with a minimum of 25-35 hours availability each week, interest in a long-term partnership with CURE, ability to travel, and a commitment to collaborative and systemic change approaches to advancing equity in organizations and communities. Monthly compensation based on hourly rate of \$45/hour.

How to Apply

Submit a cover letter, resume/CV and two writing samples (e.g., research reports, survey instruments or curricula) to Elise Goldstein at

egoldstein@urbanandracionalequity.org by Friday, June 14, 2019. Include “**Program Manager, Equity Research and Training**” in the subject of your email.

People of color and LGBTQ candidates strongly encouraged to apply.