

Job Opportunity

Title: Senior Associate – Equitable Economic/Workforce Development

Location: Bay Area, CA | Portland, OR

Full-time, Exempt Position

Are you committed to advancing racial and gender equity to build a future where all communities can benefit from economic and climate investments? Are you an excellent project manager ready to apply your skills to build strong collaborations that deliver impactful policies and strategies for our most vulnerable communities? Do you enjoy bringing diverse stakeholders together to unify around a common cause? If so, come collaborate with us as we grow our team! We are looking for a new team member to join our Bay Area and Pacific Northwest offices.

Estolano Advisors (EA) is an award-winning urban planning and public policy firm that provides clients with equity-focused solutions to create thriving, healthy, vibrant communities. We use an interdisciplinary approach to advising our clients in government, nonprofits, and philanthropy on policies, programs, and actions that benefit communities most affected by racial, economic, and environmental injustice. We are a Latina-owned small business headquartered in Downtown Los Angeles, CA, with staff in the San Francisco Bay Area, the Pacific Northwest, and the Inland Empire. EA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law. *This is a hybrid position (partially in-person).*

What we do

- Community Planning
- Equitable Economic Development Strategy
- Financing Strategies
- Grantmaking Program Design
- Housing Policy
- Implementation & Action Plans
- Meeting Facilitation
- Multi-Stakeholder Process Design
- Non-Profit & Joint Powers Authority Management Services
- Philanthropic Advisement
- Policy Education & Training
- Policy Research & Analysis
- Real Estate Advisory Services
- Strategic Planning
- Structuring and Facilitating Community Benefits Agreement Negotiations
- Technical Assistance & Grant Writing
- Transportation Planning
- Workforce Development Strategies

Our Values

Equity and justice. We work with an anti-racist frame that requires us to unlearn biases, pursue knowledge that expands our points of view, and centers the lives of underserved, and excluded communities.

Excellence. We produce consistent, high quality, and thoughtful products worthy of the communities and clients we serve.

Learning and curiosity. We continually expand our breadth of knowledge, evolve our understanding and language, pursue new ideas and models for change, and share learnings with our clients, communities, and collaborators.

Integrity. Honesty, trust, and transparency are critical to what we do. We lead with openness, and we cherish authentic engagement.

Job Description

As a member of EA, you will help us grow our work with governments, philanthropy, frontline communities and Tribal nations to advance equitable outcomes from large-scale infrastructure projects, the transition to a green economy, and mobility justice initiatives. As a Senior Associate, you will work on a variety of projects ranging from advising on the development of community benefits agreements, to equitable economic recovery strategies, advancing climate and environmental justice, and active transportation. The Senior Associate will gain a variety of skills integral to their ongoing success in the private consulting sector and build on their skillsets as a planning and public policy professional in project management, writing for a variety of audiences, planning and facilitating stakeholder engagements, and developing pragmatic and implementable strategies and recommendations for our public, private, philanthropic, and business clients. The Senior Associate will work independently and as part of a team to demonstrate that a thoughtful and strategic interdisciplinary approach will create equitable, healthy, and sustainable communities. A Senior Associate will direct the work of Associates, Project Assistants, and Research Analysts and will be guided and supervised by Principals and the CEO.

The right person for this position will have demonstrated experience effectively project managing multi-member teams, skillfully integrating research and data analysis into policy design, thoughtfully convening a variety of stakeholder groups to advance shared goals, and working closely with clients; and is a creative problem solver who can work collaboratively in a team to deliver results.

Specific duties for the **Senior Associate** position include:

- Lead project planning, development, and implementation.
- Manage multiple projects and ensure effective alignment with budgets, scopes, staffing, timelines, invoicing, and project delivery.
- Develops and maintains relationships with regional partners and workforce advocates -- especially those working with low-income communities of color.
- Manages input gathering and guidance from project stakeholders, often including government, workforce, labor, industry and community stakeholders.
- Facilitation and meeting management.
- Works with and presents to technical and policy staff from public agencies, non-profits, community-based organizations, elected officials, and the public.
- Manage clients, subcontractors, contracts, and projects.
- Manage client communications and expectations.
- Lead the compilation of reports, presentations, and proposals.
- Provide quality assurance / quality control on all work products.
- Coordinate business development activities and lead proposal development
- Supervise and mentor assigned staff.
- Stay current on evolving trends in urban planning, equitable economic development, and other policy areas.
- Develop expertise in emerging policy areas.
- Administrative tasks, as needed.

Skills

Successful candidates must have outstanding project management skills, analytical and written skills, creative problem-solving skills, excellent listening skills, a professional demeanor, and the ability to work well in a team setting. Other demonstrated skills and proficiencies include:

- Ability to effectively manage multiple projects simultaneously to achieve goals.
- Effective facilitation of groups with a variety of stakeholders.
- Experience advancing racial equity policies and programs in impacted communities through work with organizations that could include government agencies, non-profit and community organizations.
- Ability to manage and create internal and external research products and materials.
- Ability to collaborate on research and analysis projects with a range of technical experts.

- Strong familiarity with progressive social change practices, particularly in racial justice and related fields (e.g., poverty, labor/employment, criminal justice, immigration, education, health care, food justice, reproductive justice, LGBTQ rights, etc.)
- Ability to translate high-level and technical concepts to a range of audiences in an accessible and productive way.
- Experience leading teams working on challenging, deadline- and budget-driven projects and a proven ability to complete projects on time and on budget.

Location

- Bay Area (Berkeley, CA based) | Pacific Northwest (Portland, OR based)

Qualifications

Ideal candidates have a demonstrated commitment to social and racial justice and building thriving, inclusive communities. They possess a desire for real-world experience and knowledge in the fields of urban planning, equitable economic development, climate and sustainability, mobility justice, and/or housing. The ideal candidate has worked with racial equity frameworks and/or lenses and has a deep understanding of economic and social systems that create racialized barriers, and the history and current conditions affecting diverse communities.

Experience with climate resiliency policy issues is a plus. Candidates also must have work experience and education in one or more of the following areas:

- Urban Planning and Land Use
- Real Estate Development
- Housing & Homelessness Policy
- Economic Development
- Climate & Environmental Policy
- Sustainable Development
- Public Policy
- Transportation Planning
- Workforce Development

Minimum requirements: A Master's Degree in any of these or related fields and at least three years of full-time relevant work experience; and/or a BA plus at least seven years of relevant work and management experience.

Compensation and Benefits

This is a full-time position with a starting salary range of \$80,000 to \$95,000 per year (based on relevant experience).

Benefits: EA provides 100% employer-paid medical, dental, and vision insurance for employees and qualified dependents (no waiting period for eligibility for medical, dental, vision benefits). EA provides Life and Long-Term Disability Insurance and makes available a Flexible Spending Account option (pretax benefits used for unreimbursed medical expenses, family care etc.). We provide an annual 3% contribution to your 401(k)-retirement plan. Vesting occurs after your first year. We provide partial reimbursement for monthly cell phone service and home internet services, a local transit reimbursement stipend, and an annual professional development budget. Relocation funds may be available.

Paid time off: 5 sick days, 10 vacation days (additional days accrue with tenure), and 18 paid holidays as follows.

- 9 federal holidays, plus César Chávez Day, Juneteenth, and Indigenous Peoples' Day (12 holidays in total)
- One additional day (could be used for a cultural or religious holiday, your birthday, or as an additional vacation day)
- Five days for the last week of December from Christmas to New Years Day

New Benefit: Estolano Advisors piloting a 2024 Flexible Fridays schedule (similar to a reduced work week). This position is full-time, requiring a minimum of 32 hours/week in 2024, with the possibility of a pilot benefit extension.

Application Process

To apply, please submit the following materials as a single PDF document to careers@estolanoadvisors.com with "EA Senior Associate - [Location]" in the subject line. No phone calls please.

1. Cover Letter (must include a mention of which office you will be based, as well as a reflection on how you have demonstrated EA's values (see page 1) in your professional and academic work)
2. Resume
3. Writing sample (if part of a group project, indicate sections written by the applicant)
4. PowerPoint sample
5. Three professional or academic references (at least two must be professional)

Applications will be reviewed on a rolling basis until filled. Those interested are encouraged to apply as early as possible.

Estolano Advisors requires all employees to be fully vaccinated for COVID-19, absent a legal exception for reasonable accommodation. Unvaccinated new hires have a 30-day grace period after their start date to get fully vaccinated or, if eligible, obtain a reasonable accommodation.