

## Job Opportunity

### Title: Associate (Level I, II, or III) – Equitable Economic Development and/or Climate Resilient Infrastructure

#### Location: 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 researcher and writer ready to apply your skills to help create and deliver impactful policies and strategies for our most vulnerable communities? Do you want to gain exposure to and understanding of how cross-sector partners can advance interdisciplinary approaches to improve economic equity? If so, come join the Estolano Advisors team! We have multiple openings for Associates who will join and support projects primarily within our Equitable Economic Development and Climate Resilient Infrastructure practice groups.

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), with a Return to Office policy in place for every Wednesday.*

#### What we do

- Community Planning
- Equitable Economic Development Strategy
- Financing Strategies
- Grantmaking Program Design
- Implementation & Action Plans
- Meeting Facilitation
- Multi-Stakeholder Process Management
- 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
- 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

EA seeks an **Associate** eager to work on a variety of projects in EA's Equitable Economic Development practice group. The 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.

As an Associate, one will have a dynamic and interdisciplinary portfolio of projects. EA's projects range from crafting local economic development strategies, coordinating and facilitating policy advisory committees, and researching inclusive engagement strategies, to shaping equitable transportation policy, workforce development policies, and advising on environmental justice work. The Associate will gain a variety of skills integral to their ongoing success in the private consulting sector and further develop their skillsets as a planning and public policy professional, including writing for a variety of audiences; developing pragmatic and actionable strategies and recommendations for our public, private, philanthropic, and nonprofit clients; planning and facilitating stakeholder engagements; and project management. For the rising public policy or urban planning professional, this position provides an opportunity to grow with the firm while building a multi-faceted portfolio, enhancing professional credentials, and networking with top professionals in the field.

The right person for this position will have demonstrated experience effectively conducting research and data analysis, crafting clear and thoughtful written reports and memos, and applying intellectual curiosity and problem-solving skills to their work.

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

- Provide specialized support to project teams by performing project-related research
- Collect, analyze, and synthesize qualitative and quantitative data
- Prepare memos, reports, slide decks, and other client-related work products; at times, present findings to clients and collaborators
- Support with planning and implementing stakeholder engagement strategies
- Complete client requests and contribute to project teams in keeping scopes, budgets, and schedules on track; progress towards project management
- Assist in business development activities, including preparing materials for responses to Requests for Proposals (RFPs); more experienced associates may support on crafting proposal content
- Track local, state, and national policy issues
- Administrative and marketing/communications tasks, as needed

## Skills

Successful candidates must have excellent analytical and writing skills, creative problem-solving skills, excellent listening skills, a professional demeanor, and the ability to work well in a team setting. They must be highly motivated independent thinkers who are detail oriented and have a proactive approach to problem solving. Other demonstrated skills and proficiencies include:

- Ability to effectively manage multiple assignments simultaneously to achieve goals.
- Familiarity with methods for advancing racial equity policies and programs in impacted communities.
- Ability to create internal and external research products and materials.
- Ability to collaborate on research and analysis projects with a range of team members and external collaborators.
- 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.

- Comfort with working on challenging, deadline-driven projects and a proven ability to complete projects on time.
- Strong proficiency with Microsoft Office (Word, Excel, PowerPoint) and internet research.
- Data, analytical, and ArcGIS skills are a plus.
- Some project management experience is a plus.
- Experience with Adobe InDesign and web development software (e.g., Squarespace) are also a plus.

## Location

- 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 and equitable economic development. The ideal candidate has worked with racial equity frameworks and/or lens and has a growing understanding of economic and social systems that create racialized barriers, and the history and current conditions affecting diverse communities. Experience with climate resiliency policy and/or mobility justice 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
- Environmental Policy
- Sustainable Development
- Public Policy
- Transportation Planning
- Workforce Development
- Climate Policy

A master's degree in any of these fields plus some relevant work experience is required for the Associate I position. Two years of relevant full-time relevant work experience is required for the Associate II position and more than three years of full-time relevant work experience is required for the Associate III position. Previous consulting experience is a plus.

## Compensation and Benefits

This is a full-time position with a starting salary range of \$70,000 to \$80,000 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](mailto:careers@estolanoadvisors.com) with “EA Associate, EED/CRI - [Location]” in the subject line. No phone calls please.

1. Cover Letter (must include a mention 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. Examples that showcase experience with web-based applications (i.e. websites, social media pages, newsletters, and/or e-publications) or graphic design software (i.e. Creative Suite)
6. Three professional or academic references (no more than two should be academic)

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