

**DRAFT POSITION DESCRIPTION**  
**PREPARED BY COMMUNITY CORE COMMITTEE**  
**(Prepared After Reviewing Other Equity Officer Positions)**

ORESJ Co-Directors (External Affairs and Inter-Agency Director)

***Contra Costa County's Commitment to Social Equity***

Contra Costa County is in the unceded Me-wok and Karkin territories. It is home to many social justice movement leaders, activists, and organizations. There is a rich history of organizing across multiple movements and generations.

In November 2020, the Contra Costa County Board of Supervisors authorized the development of an Office of Racial Equity and Social Justice (ORESJ) that would be informed by and launched after a community engagement process. **The goal of the ORESJ is to enact and sustain principles, policies, practices, and investments that are racially just and equitable across all of its departments and divisions.** Notably, Contra Costa County is the first jurisdiction to develop and launch an office through a community engagement process, not vice versa.

***The Organization***

The Contra Costa County's Office of Racial Equity and Social Justice (ORESJ) is committed to centering the priorities and lived experiences of residents and families most vulnerable to systems' harms and inequities to eliminate racial disparities and improve outcomes for everyone. ORESJ centers on healing, justice, and equity and engages in a healthy struggle to be accountable, innovative, and creative. ORESJ commits to a healthy struggle that meets people where they are with the expectation to move at a righteous, reparative pace. We remember that joy and celebration feed our freedom and liberation. ORESJ staff embodies these principles, commitments, and values in their work.

***The Position***

The ORESJ is seeking one of two office co-directors. The purpose of the position described in this posting will be to assess, support, and coordinate racial equity work *within and across county agencies* and departments. A second job posting describes the co-director position that focuses on assessing, supporting, and coordinating racial equity *work in the community*.

We believe the position will require the following knowledge and experience to be successful:

- **Project Management:** Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- **Strategic and Visionary Leadership:** the ability to mobilize and engage the internal team and external allies and stakeholders to work collaboratively in achieving priority goals and outcomes

and to understand the impact of structural, institutional, and interpersonal racism on policies, activities, and programs

- **County-wide administrative, organizational and management practices:** analyze and evaluate projects, programs, policies, procedures, and operational needs
- **Interpersonal and group communication techniques:** effectively represent the County in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- **Legal and regulatory environment:** knowledge of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to social and racial equity.
- **Organizational skills:** ability to produce multiple deliverables with overlapping deadlines by making effective use of existing and new infrastructure
- **Racial Equity, Diversity, and Inclusion programs:** experience developing or leading equity and inclusion programs, such as training, assessments, and change initiatives within a local government or public agency setting

### *The Ideal Candidate*

We expect the ideal candidate to develop, enhance and maintain relationships with county departments, offices, staff, commissions and county residents to advance racial equity and social justice.

The ideal candidate:

- is knowledgeable of theories, principles and practices of effective management, social and transformational impact, strategic planning processes and techniques for institutional change.
- understands social, political, cultural, legal, technological, and environmental issues.
- influencing equity program development and implementation.
- is a natural coach and mentor.
- can foster relationships with all levels of the team, relate well with others, listen effectively, help employees achieve their development goals, and create a healthy and safe workplace.
- has existing relationships with leaders of Contra Costa County agencies/departments and communities of color in Contra Costa—including LGBTQ, houseless, differently abled, economically disenfranchised and marginalized, and immigrant communities of color.

The ideal candidate possesses the following skills:

- **Cultural competency and Intercultural Communication:** to facilitate dialogue and cooperation with diverse groups of community members.
- **Collaboration:** effective collaboration with Board of Supervisors, County Administrator, County departments, officials and employees, agencies, commissions, and advisory boards.

- **Program Management and Development:** plan, organize, direct and coordinate activities of assigned division; develop and implement goals, objectives, policies, and procedures, including the ability to set, monitor, and achieve strategic and operational objectives; create and use work plans; prioritize and manage multiple tasks simultaneously on tight timelines; delegate work to team members; and implement feedback mechanisms to monitor performance.
- **Research:** collect community data to assess trends in the racial equity landscape, conduct complex research projects, analyze root causes, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- **Policy analysis and development:** interpret, make decisions and develop policies in accordance with appropriate laws, regulations, and policies;
- **Budgeting:** Manage the budget of the Office of Racial Equity and Social Justice budget to accomplish equity goals and initiatives cost-effectively and efficiently.
- **Writing:** Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

### *The Role of Two Directors*

The Office of Racial Equity and Social Justice (ORESJ) seeks two Directors to guide and lead the implementation of the office. In November 2022, [the Board of Supervisors unanimously approved the community-driven recommendations](#) on how to lead the office in the foundations of its existence.

Below you will find the duties that will aid in the effective collaboration between the two directors.

Below you will find an example of duties per position:

#### *External Affairs:*

1. Lead the development of equity activities and performance measures for assigned units and community programs; manage the departmental racial equity and workforce strategy.
2. Build the capacity to establish trust across race, ethnicity, income, immigration status, sexual orientation, and gender identity.
3. Work closely with community partners and County departments to align efforts and promote a consistent, transparent, collaborative approach.
4. Develop and foster relationships with community members (with a particular emphasis on marginalized/underrepresented communities) and non-profits committed to equity work; participate in community equity collaborations on behalf of the County to identify and address cumulative impacts of institutional and structural inequities within Contra Costa
5. Develop consistent communication and feedback mechanisms to ensure that the County can identify, discuss, and address equity-related issues facing the County.

#### *Inter-Agency*

1. Advise the County Administrator, executive management, and the Board of Supervisors on the formulation, strategic development, implementation and evaluation of the County's equity related policies and programs that impact the community.
2. Serve as the Department's primary point of contact to the County's Equity Subcommittee and act as a spokesperson for all relevant meetings and events as directed by BOS Leadership.
3. Develop standards and a strategic plan for including equity in all programs managed or supported by assigned units.
4. Develop and administer the department's annual budget; monitor, approve all expenditures, and ensure efficient and economical utilization of all department resources.
5. Collaborate with the Human Resources department to strategize ways to advance the recruitment and retention of underrepresented groups.

### ***Minimum Qualifications***

A minimum of three years experience in the administration of community-based, public policy, educational, or social justice programs. Experience should include a demonstrated track record of successfully engaging with underserved and marginalized communities and experience making transformational changes to benefit these communities—additionally, life experience related to issues of equity that can provide an integral perspective to the position.