



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 02262024	POSITION TITLE: Racial Equity Policy Analyst
OPENING DATE: 02/26/2024	CLOSING DATE: Open until filled
SALARY RANGE: \$85,000 - \$93,000 (annually)	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: Two (2)	OFFICE: DC Council Office of Racial Equity
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

The Council Office of Racial Equity (CORE) is located within the Council of the District of Columbia. 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](#) answer the central question, “if a bill passes, how will it impact Black, Indigenous, and residents of color in the District of Columbia.” Our primary goal is to create a District where race no longer predicts opportunities, outcomes, or the distribution of resources for residents, particularly for residents of color.

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

Responsibilities, qualifications, the application process, and FAQs are detailed below.

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 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 and in policy areas such as education, housing, health, public safety, economic and business development, transportation, environment, and more

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 achieve racially equitable policymaking
- Support community engagement research and outreach efforts and initiatives
- Contribute to the iterative development and advancement of CORE's systems, processes, and culture

+ 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 education, lived experience, work or volunteer experience, or self-teaching. In addition, this candidate must be able to work both independently and as part of a team.

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!

- 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 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 racism and can bring that understanding to program and policy analysis.
- 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 comfortable reviewing qualitative and quantitative research. You understand that data tells an important part of the story—but not the whole story—and requires relevant context.
- You interrogate your own biases and strive to incorporate racial equity into your work life.
- 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 of other team members and thoughtfully provide feedback to others.
- You are willing to pitch in on operational tasks that help keep the team running.
- You are relatable and empathetic when working with diverse racial, ethnic, and socioeconomic communities.
- You allocate time and resources effectively, check your work for accuracy, 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 TO APPLY:

1. [Use this form](#) to upload your resume by Thursday, March 7th at 11:59 PM EST.
2. We will email you on Friday, March 8th with an assignment to complete. You will need a [computer and the internet](#). Assignments may take about 2-3 hours, but you can take as much time as you would like.
3. Completed assignments must be submitted by Sunday March 17th at 11:59 PM EST.

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.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays and subsidized public transportation.

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.