

**POSITION:** Director of Economic Justice  
**REPORTS TO:** Chief Program Officer  
**STATUS:** Exempt, Full-Time  
**COMPENSATION:** \$58,000-\$60,000 Annually  
**BENEFITS:** Medical, Dental, Vision, Life Insurance, FSA; Paid Holidays, Sick, and Vacation  
**LOCATION:** Sacramento, CA

**JOB SUMMARY:** The Center is on a rapid growth trajectory and we are looking for an experienced employee/employer relations professional who possesses a social justice and equity framework. This position is designed to help create inclusive workplaces and job readiness for the LGBTQIA+ community in Sacramento. By teaming up with BIQTPOC leaders and local businesses EJP will strategically address the barriers LGBTQIA+ people face during their journey to becoming employed. This position will provide a wide range of services including: job referrals and career coaching; navigating being out at work or transitioning on the job; resume review and managing references; hiring and community events; and legal services.

Funding will allow for a series of workshops by local hiring managers to provide resume review, mock interviews, job search tips, and computer software education. This position must be able to work independently, under pressure, and with absolute confidentiality and discretion. Some evenings and weekends are required. This position must have a positive and supportive attitude toward the agency and its overall success.

**ESSENTIAL FUNCTIONS:**

- Provide support to the Center and Chief Program Officer
- Center racial justice as a form of liberation for underemployed and unemployed LGBTQIA+ people; Maintain positive relationships with center clients and employer organizations, conduct employer development trainings;
- Plan, create, and deliver LGBTQIA+ inclusion policy review for organizations and hiring officers; Conduct assessments and support data collect and reporting to senior leaders and funders; Meet measurable objectives and ensure compliance with all grants and contracts;
- Review prospective employee resumes, conduct mock interviews, and offer leadership training and life skills sessions for LGBTQIA+ job seekers
- Train prospective employers in the aims, concepts and principles of issues facing LGBTQIA+
- Employ populations including recruitment, persistence, inclusive workplace and retention strategies.
- Provide support for programs principally initiated by event planning, policy interpretation, and content development.
- Offer Professional mentoring and support individuals through the job seeking process.
- Create a database with LGBTQIA+ affirming employers and job opportunities for the community.
- Collaborate with key leaders and staff, and building upon established work, develop an overall, unifying vision for employee LGBTQIA+ people in the greater Sacramento area



- Hold staff accountable and provide professional development opportunities for staff to advance their skills in youth housing service provision.
- Ensure alignment of programming with grant deliverables and program priorities.
- Provide input and leadership in budget preparation as well as ensure fiscal monitoring, control and oversight to ensure all programs are operating within approved budget guidelines.

#### **RELATIONSHIP MANAGEMENT:**

- Assist in maintaining communication and relationships with prospective employers, including the Rainbow Chamber of Commerce and leaders throughout the Sacramento Region and represent the Center in collaborative partnership networks.
- Recruit, select, develop, mentor, and coach staff; inspiring and motivating individual and team performance.
- Maintain strict confidentiality in relationships with all assistant directors, staff, clients, media, and donors.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Passion for the Center's mission and work to create a region where LGBTQIA+ people thrive and a commitment to long-term sustainability of the organization.
- Minimum 2-5 years' experience managing or supporting programs that provide services related to employment services, employer relations and economic justice.
- Knowledge and understanding of the issues, needs and interests of LGBT youth, adults, families and community, including knowledge of the spectrum of gender and sexual identities and transgender issues.
- Demonstrated commitment supporting the LGBTQIA+ community and familiarity with issues of particular relevance to LGBTQIA+ Black, Indigenous and other People of Color including a demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- Excellent interpersonal, verbal, and written communication skills, with the ability to communicate in a tactfully assertive manner; superior spelling, grammar, AP style copy editing skills are required.
- Experience developing workshops and educational interventions related to LGBTQIA+ Inclusion, racial justice, as well as career development.
- Manage uncertainty – dealing with issues that do not always have a process or a system in place.
- Ability to synthesize information and manage competing priorities and constituencies.
- Strong political acumen and ability to handle agency information and correspondence with strict confidentiality and discretion.
- A creative problem-solver, with solid ability to troubleshoot and exercise sound judgement to prioritize tasks and limit distractions.
- Proactive and self-motivated under tight deadlines, with the ability to take direction and function under high pressure.



- Supportive demeanor, focused on customer service, and a proven ability to establish solid connections, build successful relationships, employer relations, and community partnerships that support the mission.
- Values confidentiality, tact in the workplace and proper social media etiquette.
- Grant writing and/or management experience preferred.

**REQUIREMENTS:**

- Bachelor’s Degree or equivalent to 4 years of work experience can be substituted
- Regular, consistent and punctual attendance. Must be able to work occasional nights and weekends with a variable schedule and occasional short-trip travel.
- Advanced proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint are required; must also be able to type 40-50 WPM and a working knowledge of Microsoft Teams and other communication platforms.
- Access to reliable automobile transportation with a valid driver’s license and proof of insurance is required. This position will be required to run errands, pick-up and deliver staff and materials on occasion throughout the Sacramento region.
- Proficiency in English is required; ability to speak/read/write/translate in languages other than English is a plus.
- Offers of employment may be contingent on satisfactory results of a criminal history background check and employees must be legally permitted to work in the United States.
- The Sacramento LGBT Community Center is a drug free workplace; employees may be subject to a drug test.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. This job is eligible for promotion after budget review.

**ABOUT THE ORGANIZATION:**

The Sacramento LGBT Community Center works to create a region where LGBTQIA+ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQIA+ community.

**EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, non-binary, or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.



**TO APPLY:**

Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1015 20th Street, Sacramento, CA 95811. For more information, visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

