

## Job Opportunity

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

**Location: Portland, OR**

*Full-time, Exempt Position*

**Online Open House:** *Want to learn more about our firm? We are hosting a virtual open house on **June 24, 2024, from 12:00 pm – 12:45 pm (PST)**. If you are interested, please RSVP to [careers@estolanoadvisors.com](mailto:careers@estolanoadvisors.com) with the subject line “EA Open House RSVP.”*

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!

Estolano Advisors (EA) is a BIPOC owned and led award-winning urban planning and public policy firm that provides clients with equity-focused solutions to create thriving, healthy, vibrant communities. In the region and nationally, our firm is advising governments on how to collaborate effectively to supersize their impact on economic mobility for marginalized communities. We are helping private sector partners build community benefits through their investments. And we are connecting child care advocates with the semiconductor sector to reimagine how investments can grow the care sector.

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. In the Pacific Northwest, we are building an exciting new team to bring our approach to advancing equitable workforce and economic development strategies to a broad range of urban and rural communities and Tribal nations. Are you ready to grow your career and your networks with us? *This is a hybrid position (partially in-person).*

#### **What we do**

- Child care strategy
- Community Planning
- Equitable Economic Development Strategy
- Financing Strategies
- Housing Policy
- Meeting Facilitation
- Multi-Stakeholder Process Design
- Non-Profit & Joint Powers Authority Management Services
- Philanthropic Advisement
- Policy Research & Analysis
- Advising regional government collaborations
- Real Estate Advisory Services
- Strategic Planning
- Community Benefits Agreement Development and Negotiations
- 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

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
- 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 want real-world experience and knowledge in 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. 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
- 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 \$85,000 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. We provide partial reimbursement for monthly cell phone service and home internet services, a local transit reimbursement stipend, and an annual professional development budget.

**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 first page) 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. We will interview qualified candidates starting July 1, 2024.** Those interested are encouraged to apply as early as possible.