



Equity and Compliance Support Specialist

JOB DESCRIPTION

Overview

Espousal Strategies, LLC is seeking an independent, organized, and collaborative individual to provide high quality Equity, DBE, and Civil Rights support on capital construction and other projects. The Equity and Compliance Support Specialist is responsible for assisting Espousal Strategies' client's civil rights compliance requirements --including construction projects -- with federally required provisions for federally aided projects, contract compliance, labor compliance, equal opportunity, on-the-job training, data tracking, and reporting as required. In addition, this position will support Espousal Strategies' internal DEI and civil rights programs and operations. The individual should live or be willing to relocate to the Portland/Vancouver metro area. This position will provide guidance and advice to clients, employees, and others in ensuring equal opportunity practices are being upheld, with the supervision and direction of the Senior Manager of Civil Rights

Position Reports To: Senior Manager of Civil Rights

Classification: Exempt

Primary Responsibilities: Duties and responsibilities under the guidance and supervision of the Senior Manager of Civil Rights include, but are not limited to:

- Support equity and compliance projects, including equity analyses, training, and meeting support;
- Provide guidance and technical assistance to clients, contractors and local agencies for construction projects regarding all Equity and Civil Rights programs to include federal and state certified firms, DBE program, On-the-Job Training (OJT), and labor compliance;
- Site visits to construction sites and performance of interviews, and payroll checking; and review oversee audits and resolve discrepancies;
- Provide in-depth analysis of reports, investigations, and audits;
- Conduct small business outreach;
- Complete in-depth, federally mandated annual project/area EO compliance reviews; and review contractor personnel processes for hiring, training, promotions; subcontractor/vendor solicitation, and selection and maintenance of processes and records;
- Other job duties as assigned.

Knowledge & Skills:

- A passion to promote economic development in BIPOC and other marginalized communities in various efforts including public infrastructure projects.
- Excellent understanding of DBE program, DEI, and Civil Rights principles and best practices. The ability to research and stay abreast of new industry developments, trends, and best practices.
- Excellent facilitation and training skills. The ability to communicate effectively with a wide variety of populations, in a persuasive and collaborative manner.

- Ability to accurately research and disseminate infrastructure project information to the small business community and partnership organization.
- Excellent organizational, time management, project management, and switch priorities as needed. Ability to work calmly and effectively under deadlines.
- Excellent written & verbal communication skills.
- Ability to work autonomously and be self-directed.
- Cooperative & collaborative team member. Ability to communicate in a professional and respectful manner with all clients, co-workers, stakeholders, community members, public officials, and other business partners.
- Proficient in standard office procedures, software, and communications technology.
- Passion for the principals of diversity, equity, and inclusion, and the mission of Espousal Strategies.

Minimum Qualifications

- A bachelor's degree in Business Administration, Communications, Construction Management, English, Ethnic Studies, Human Resources, Law, Organizational Development, Leadership & Community Engagement, Philosophy, Psychology, Public Administration, Sociology, or a closely related field; OR
- At least four (4) years of full-time professional work experience with a primary focus on compliance with labor/employment laws, equal opportunity, and/or contract compliance.

Preferred Qualifications

- Contractor's Compliance Association (CCA) certification;
- Graduate degree in Urban Planning or related field.

Working Conditions/Physical Demands:

Work is usually performed in an indoor office environment, or remote home office environment, with long periods at a desk. The position requires travel throughout the Portland Metro Area. Work is oriented to community service and subject to constant work interruptions. Position requires the employee to regularly facilitate meetings and deliver presentations to community members, and other business partners, in both small and large groups. Employees may work under the stress of continual contact from clients, community members, co-workers and business partners, and the pressure to meet deadlines. Requires flexible work schedule and may be required to work evenings and weekends. Must occasionally lift and/or move up to 25 pounds.

Benefits:

Espousal Strategies' offers competitive health, dental, PTO, and retirement benefits.

At Espousal Strategies, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our clients, and our community. We do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Please send resume and cover letter to ESHR@espousalstrategies.com