



Equity Program Manager

Job Description

An Equity Program Manager facilitates and leads by providing policy and program advice, while simultaneously offering support to staff. Listening to community members who have been historically and currently excluded by the government is a vital part of this job. Equity Program Managers must take into account what the community they're working with needs and how the organization they're representing can fulfill that need.

Salary

Entry — \$52,000
Middle — \$90,000
Top — \$110,000+

Core Tasks

- Engage with community members from BIPOC and vulnerable communities to understand their needs
- Educate coworkers and organization staff on equity topics and practice
- Provide policy and program advice within an organization
- Share community members perspectives with organization
- Facilitate meetings, discussions, and presentations surrounding equity topics

Workplace / Environment

- **Work hours**
Approx. 40 hours/week
(At key milestones overtime work may be required to meet deadlines)
- **Environment**
Primarily in a **city office space** collaborating and engaging with **local residents** to understand their needs
- **Travel**
Occasional travel to meet **community members**

Education / Prerequisites

Education Level

High school diploma and Education in Social Work

Licensing

None

Pre-Job Preparation

Facilitation practice, community organizing and leadership training with a nonprofit or community-based organizations

Experience

Soft Skills

- Communication
- Collaboration
- Multitasking
- Active Listening

Technical Skills

- Understanding of Local Community and Critical Issues
- Project and Team Management
- Qualitative data

Career Path: Annya Pintak



About Me

Transportation Equity Program Manager
at Seattle Department of Transportation

Master's Degree in Social Work

High School Life

"In high school I participated in **track** and **cross country**. I think that really helped me learn how to work within a team. When you're facilitating, oftentimes you need to be able to manage all the different dynamics in a group and manage conversations. Being part of a team-based sport allowed me to figure out how to connect with different team members. I also participated in debate, which helped me build on my public speaking and quick thinking at a young age."



College Choices

"I graduated with a masters in social work. Throughout college and graduate schools I always did work study programs to support myself; I was a program assistant for a **parents and toddlers program** in a neighborhood house."

Into the Real World

"My very first job out of college was being a **program assistant for a local community center**. After that, I started my career as a Program Manager in a grassroots organization called Global To Local. When the affordable care act was passed, I **managed a team** to help sign up the community to ACA. I went to another **statewide non-profit organization** before I finally came to transportation."

About My Job

"I'm a firm believer that there are many ways to expand your skill set, especially by becoming involved in your own community."

Pros

- "The coolest thing about my job is my role of being a **bridge-builder** between BIPOC community members and the government."
- "I love being able to **elevate voices** I hear in community and work internally to challenge other government folks to reflect on how we can improve our work."

Cons

- "With the government, it's a big system, and there's a lot of **red tape** that can make the job more challenging."
- "Sometimes we have to make some hard decisions in terms of what things or programs we can and cannot **fund**."

Fieldwork

- "A big aspect of my job is **providing information** and **strategizing** with our BIPOC community members who sit in on our transportation equity workgroups."

Office Work

- "I facilitate a lot of **meetings** and **discussions** with both staff and community members in relation to equity and how we can improve."
- "I do a lot of **writing** and speaking — emails, memos, reports, presentations, and meetings."

Skills

- "**Facilitation training**, and how to manage group dialogue and keep a conversation flowing was a big part of my training."
- "**Leadership training**—how to organize and distribute work and roles—is a very important skill to have for my job."

Education/Experience

- "I was trained as a **social worker**, and I am forever grateful for that. The beauty of doing social work is diversity in terms of the field."
- "Before I came to transportation, a lot of my work was focused on **social services, community service**, and **public health**."

The Future of **Transportation Equity**

"The equity sector is definitely starting to gain momentum"

"A lot of people in the transportation sectors are really **starting to understand how important equity work** is. Transportation is not just about moving people and goods, but about infrastructure, land use, location, planning, designing, and engaging with communities most impacted by transportation inequities. Because of this, I believe the equity sector is definitely starting to **gain momentum**."