



## Rental Assistance Project Coordinator

### The Ensuring Opportunity Campaign to End Poverty in Contra Costa

#### ABOUT THE ENSURING OPPORTUNITY CAMPAIGN TO END POVERTY IN CONTRA COSTA

Ensuring Opportunity is a “big-tent” initiative that brings together diverse sectors, stakeholders, and interests to engage in policy advocacy and systems change to address the root causes of poverty and injustice. Our mission will be fulfilled when all Contra Costa residents have the resources they need to support themselves and their loved ones, and have a powerful voice in shaping local political, cultural and economic systems.

We believe that poverty is not inevitable and can be eradicated by our collective actions. We hold that equity and justice must be at the center of our public systems, especially those serving residents who are struggling to make ends meet.

Founded six years ago, Ensuring Opportunity’s strength resides in our proven ability to bring diverse groups together to identify shared interests and create strategies for meaningful change. We work in strong partnership with residents, advocates, service providers, and system leaders to create just and effective policies in the areas of economic security, housing, food security, health, immigrant protections, budget justice, and community safety.

Ensuring Opportunity’s work is guided by a Leadership Team that includes representatives from diverse sectors and organizations, including county departments, businesses, service providers, labor organizations, faith communities, and community-based organizations. The campaign is housed at RCF Connects.

#### ABOUT RCF CONNECTS

RCF Connects (formerly Richmond Community Foundation) strives for healthy, thriving communities that are safe and diverse, where families flourish and children are given new hope for a bright and abundant future. RCF Connects partners with the community to inspire leadership and to share the vision for work in five areas: community growth, health, restoring neighborhoods, education, and public safety. Our work is driven by a strong aspiration to work with our communities to strengthen economic, racial, cultural, social, and gender equity. This aspiration is expressed both in the outcomes we strive for and in the ways in which we do our work. Equity is both our organizational value and our goal. This is reflected in RCF’s commitment to achieving equity goals in hiring, and to supporting a workforce with a range of experiences, backgrounds and abilities to serve our diverse communities. RCF strongly encourages applicants of color to apply. To learn more, please visit <http://www.rcfconnects.org/>

#### ABOUT THE POSITION

RCF Connects and Ensuring Opportunity seek a well-organized, savvy, relationship-oriented **Rental Assistance Project Coordinator** with housing-related direct service and/or community organizing experience to coordinate a new countywide rental assistance outreach program from May-September 2021.

## **POSITION RESPONSIBILITIES**

### **Duties include:**

- Promoting and coordinating grants awarded by RCF Connects to community-based organizations to conduct outreach to tenants and/or support tenants in navigating through the state's ERAP application portal;
- Working with county- and community-based service providers to plan, promote, and support effective outreach activities to inform tenants throughout Contra Costa about rental assistance dollars available to them through the states Emergency Rental Assistance Program (ERAP).
- Planning, convening, and facilitating regular countywide and sub-regional meetings for RCF Connects' ERAP outreach grantees, other community-based service providers, housing/tenant advocates, resident leaders, county staff, and other stakeholders;
- Supporting data collection, analysis, and reporting on tenant outreach and navigation support activities related to ERAP in Contra Costa;
- Regularly conveying key project data, successes, opportunities, and outcomes to Ensuring Opportunity management staff; and
- Supporting communications to county staff and stakeholders on the project's progress and outcomes.

### **Required Qualifications:**

- Familiarity with tenant protections and/or related housing needs of low-income residents.
- Strong skills in meeting planning and facilitation.
- Self-starter and highly organized with consistent ability to multi-task.
- Exceptional relationship-building skills.
- Capacity to work within and across multiple issues and systems with an intersectional lens.
- Equally comfortable talking with tenants, service providers, advocates, and county staff.
- Understanding of institutional and structural racism and impacts on historically marginalized communities.
- Cultural humility to work effectively with a team of ethnically and racially diverse colleagues.
- Excellent written and spoken communication skills.
- Proficiency with using computers and software, including Microsoft Office suite.

### **Preferred:**

- Lived experience with housing insecurity.
- Fluent in written and spoken Spanish.
- Familiarity with Contra Costa County communities, and current contacts/networks in the county.

## **COMPENSATION & BENEFITS:**

- This is a temporary, full-time position with the potential to shift into a permanent position.
- Compensation starts at \$30-\$40/hour depending on experience.
- Pro-rated benefits include health insurance, vacation and sick leave.
- Flexible work schedule.
- A workplace culture committed to supporting good quality of life for employees.

**Position will remain open until filled. Please send cover letter and resume via email to:  
Stacey Street, RCF Connects ([ssstreet@richmondcf.org](mailto:ssstreet@richmondcf.org))**

*RCF Connects is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, gender identity or sexual orientation.*