

**Sub-Regional Planning Specialist - Seattle**  
**King County Regional Homelessness Authority**

**Role Title:** Specialist, Sub-Regional Planning

**Salary Range:** \$75,000 - \$85,000 per year

**Organizational Overview**

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

**Team Overview**

The Sub-Regional Planning Team within the Authority is responsible for planning and strategy development and implementation in North, East, South and Seattle-metro sub-regions of King County. This work includes coordination with the Community Impact division and the Program Delivery and Performance division, as well as direct lines of interaction with all offices across the agency, working within the Executive Office to ensure alignment with the big-picture strategy and goals. The team includes four team members, with this opening focused on Seattle, and potential for future additions based on resources and sub-regional needs.

**Role Description**

As part of the Sub-Regional Team, the Sub-Regional Planning Specialist works closely with the Sub-Regional Planning Manager to provide specialized knowledge about and ensure ongoing engagement with housing and homeless service providers, coalitions, stakeholders, elected officials, local governments, and people with lived expertise in Seattle. This team is within the Executive Office, and coordinates with all other teams across the agency. As a contributing member of the Sub-Regional Planning team, the Specialist works in support of the agency's

mission to provide high-quality, customer- centered services to Seattle/King County community members through providing specialized support to a series of initiatives and programs that support housing and anti-homelessness related supports.

The Specialist partners closely with the Sub-Regional Planning Manager, community partners and customers to accurately analyze and illustrate the sub-regional needs, opportunities and nuances. While this position is focused on Seattle, the Specialist may also support the Sub-Regional Planning Manager in work across other identified sub-regions. This work will translate into informing and designing tailored approaches for the sub-regions that will be embedded in organizational strategic planning and revisited to ensure continuous improvement.

This role is an individual contributor that has a customer-service and community orientation applied to a series of projects related to community engagement, coalition building, strategic planning, data and analytics. Reporting directly to the Sub-Regional Planning Manager, the Sub-Regional Planning Specialist role has no direct reports.

The Specialist will be ultimately accountable to the Chief Executive Officer and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

### ***Accountabilities***

#### **Stakeholder Engagement (40%)**

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Partner with organizations serving Black, Indigenous, Immigrant and other communities of color, organizations serving people with disabilities, organizations serving LGBTQIA community members, organizations serving women, and other organizations serving historically marginalized and oppressed communities
- Attend relevant meetings with community-based organizations, government agencies and partners to support informed design, resource building and resource sharing
- Maintain notes and track engagements
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight

#### **Subject Matter Expertise (40%)**

- Serve as an internal expert on Seattle
- Maintain a high level of understanding of the programs, services and supports in Seattle to ensure that innovation and opportunities are accessible to the Sub-Regional Planning team and that best practices are integrated

- Lead specialized project work in the field, as needed, including developing a work plan to ensure clear identification of objectives and fiscal resources needed for projects of oversight; Manage implementation of project related tweaks as a part of continuous improvement efforts
- Collaborate with the Sub-Regional Planning Manager to create continuous feedback loops with stakeholder groups to inform vertical resourcing leveraging a data-driven approach on projects of oversight

### **Data Analysis and Information Management (20%)**

- Maintain team practices and norms related to data analysis and information management
- Manage team database on programs, services, stakeholders and other metrics related to Seattle

### **Minimum Requirements**

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- Strong relationships with communities and government in Seattle
- 1-3+ years of related work experience in the government, non-profit or related field, with a track record of success in capacity building and technical assistance
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

### **Additional Requirements**

- Ability to travel up to 30% around the King County region
- Project management experience, a plus
- Budget management experience, a plus
- Experience working across government agencies and related structures/governing bodies
- A track record of success in stakeholder and community engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Strong attention to detail, accuracy, timeliness

**EEO STATEMENT**

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.