



KCRHA
King County Regional Homelessness Authority

Sub-Regional Planning Specialist - South King County

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, Snoqualmie Valley, Urban Unincorporated, South, South East, 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 two other Planning Specialists for East King and Seattle Metro, reporting to the Sub-Regional Planning Manager in the Executive Office. This position will focus on South King County, 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 and living expertise in South King County. 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, lived experience-centered services to Seattle/King County community members through specialized support to a series of initiatives and programs that support housing and reducing homelessness.

The Specialist partners closely with the Sub-Regional Planning Manager, community partners, government partners, and individuals with lived experience of homelessness to accurately analyze and illustrate the sub-regional needs, opportunities and nuances. This work will translate into informing and designing tailored policies, approaches, and performance metrics for South King County that will be embedded in organizational strategic planning and revisited to ensure continuous improvement.

This role is an individual contributor that has a community orientation applied to a series of projects related to community engagement, policy analysis, 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.

Accountabilities

Stakeholder Engagement (40%)

- Engage relevant stakeholder groups in an ongoing way to inform planning efforts and support regional collaboration.
- Partner with organizations serving Black, Indigenous, Immigrant and 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
- Develop and lead presentations and engagement activities in regional 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 housing and homelessness sector and across related sectors to support driving creative innovation and change within workstreams of oversight

Policy Analysis and Information Management (30%)

- Manage team database on programs, services, stakeholders and other metrics related to South King County.
- Analyze policies related to homelessness service programs and 0-30% AMI or permanent supportive housing development
- Develop creative ways to analyze service and funding provision to a sub-region in order to support a sub-regional lens for performance evaluation in partnership with team members and in alignment with the Community Impact Team.

Subject Matter Expertise (30%)

- Serve as an internal expert on the service provision landscape including system partners, relationships and dynamics of South King County
- Maintain a high level of understanding of the policies, programs, services and supports in South King County to ensure that innovation and opportunities are accessible to the Sub-Regional Planning team and South King County partners
- 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 adjustments as a part of continuous improvement efforts
- Collaborate with the Sub-Regional Planning Manager to create continuous feedback loops with stakeholder groups to inform a data-driven approach on projects

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
- 1-3+ years of related work experience in the government, non-profit or related field, a graduate degree in public policy, public administration, social work, or public health could serve as a substitute to formal work experience.
- 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

- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- Experience working across government agencies and related structures/governing bodies
- Superior oral and written communication skills
- Ability to provide and accept feedback
- Strong attention to detail, accuracy, timeliness

Preferred Qualifications

- Ability to travel up to 30% around the King County region
- Project management experience, a plus
- Budget management experience, a plus
- Experience in facilitating stakeholder meetings with varying perspectives
- A track record of success in stakeholder and community engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Knowledge of and experience using Google Suite

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.