



Housing and services strategies that work for people.

Diversity, Equity, & Inclusion Senior Associate

Position Title: DEI Senior Associate

Work Hours: M-F; 9:00 am to 5:00 pm ET. Full time position.

Salary Range: \$95,000 – \$135,000

Location: Boston, MA or remote

Equity & Inclusion at TAC

TAC is proud to be an equal opportunity workplace and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. Please visit TAC's [Racial Equity Statement](#) to see TAC's demonstrated commitment.

About TAC

The Technical Assistance Collaborative (TAC) is a national organization that drives policy and systems solutions for the human services, health care, homelessness, and affordable housing challenges facing our country. Since 1992, TAC's core mission has been to achieve sustainable public sector systems change through the development and implementation of evidence-based and promising approaches, and by addressing disparities, in behavioral health, human services, and affordable and permanent supportive housing. For over 30 years, TAC has provided policy leadership, technical assistance, and consultation to federal, state, and local government agencies and national policy, advocacy, philanthropic, and nonprofit organizations.

TAC staff brings together extensive public and nonprofit sector expertise in public behavioral health policy and systems, Medicaid, homelessness and affordable housing. TAC staff include people with prior

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experience working in government and direct services, as well as, people living with disabilities and who have lived homeless experience. TAC staff are professional, innovative, creative, flexible, committed to equity and able to work with a broad range of clients and stakeholders. TAC's work is improved by the diversity of our staff and we continuously seek to increase this diversity. For more information, visit www.tacinc.org.

Position Description

TAC is currently seeking mission-oriented candidates who are committed to ending homelessness and advancing community integration for people with disabilities. Candidates should have a track record of leading with equity along with a strong understanding of relevant housing and service programs strategies to end youth, individual, Veteran, and/or family homelessness through strong system planning and program design. We are looking for a person to join our team who has a range of experience and skills and shares our commitment to social justice, ending homelessness, and community integration. A focus of this position will be working both internally and externally to advance racial equity and social justice through organizational development, systems transformation, policy, programming, and resource development.

Senior Associates are often individuals with 7 to 15 years of experience and who can independently manage projects; train and present publicly; demonstrate deep knowledge of key resources and interventions; and think strategically and apply skills, knowledge, and expertise to client issues and concerns.

The primary responsibilities of the DEI Senior Associate are to coordinate the implementation of TAC's DEI strategy both internally with an organizational lens, and externally through TAC's consulting and technical assistance practice. The DEI Senior Associate will incorporate DEI principles and practices into systems, programs, and services for groups who experience discrimination and oppression related to race, ethnicity, sexual orientation or identity, gender, gender identity, disability, or religion.

In addition to expertise in DEI expertise, the DEI Senior Associate position requires content knowledge in a broad range of subject matter areas, including mental health, substance use disorders, homelessness, and affordable housing. The ideal candidate demonstrates significant program, policy, and systems-level expertise, and advances these issues through direct client engagements, as well as with state and federal government officials, national associations, philanthropy, and other key interest groups.

General Responsibilities

The position may include some or all of these responsibilities:

- Managing and providing direct technical assistance, consulting, and training activities for TAC clients, which may include components of large complex projects and series of small to mid-size projects
- Project management of client contracts, including contract compliance, coordination of team member activities, budget oversight, and completion of project reports and other deliverables



- Collaboration with other TAC staff and partners to provide comprehensive, client-focused services and the alignment of supportive services with affordable housing as applicable
- Business and contract development, including responding to requests for proposals as directed by senior management, and maintaining relationships with clients and partners
- Facilitate the seamless integration of equity initiatives into TAC's TA, consulting, and policy work
- Provide staff support to TAC's Racial Equity and Social Justice Committee and its subcommittees
- Provide support to staff Affinity Groups
- Coordinate and support the implementation and evaluation of TAC's DEI strategic plan
- Group facilitation with a range of community partners including people with lived experience, service and housing program managers, senior level government officials, etc.
- Develop comprehensive system assessments and strategic plans incorporating community partner input, data and research, and best practice recommendations to support the adoption of evidence-based and innovative strategies and programs
- Independent presentation development and public speaking in communities, conferences, and other forums/venues
- Write occasional posts for the TAC blog, contributions to TAC newsletters and other marketing materials, and provide peer review of coworkers' drafted reports and written tools
- Prepare policy briefs and other written products as directed by senior management
- Provide relevant subject matter expertise to clients and other community partners on issues and innovative strategies related to policy, programs, systems-level issues, and funding

Qualifications — General

- Sensitivity to the issues and challenges confronting people with disabilities and people experiencing homelessness
- Demonstrated commitment to racial, social, and economic justice
- Previous consulting, technical assistance, government, direct services or advocacy, and/or managed care experience preferred
- Project management experience: work plan development and monitoring; managing project budgets and tracking expenditures; team communications planning and facilitation; contract management; managing relationships with funders and subcontractors/consultants
- Team management skills: delegation of project work to colleagues; development and supervision of project teams; creation of team communications systems; leadership of processes for group decision-making
- Ability to work independently as well as in a team environment
- Self-directed, organized, team manager sensitive to deadlines and timelines
- Communication skills, including strong writing and public speaking
- Ability to understand, communicate, and effectively interact with people across various cultures
- Time management skills to carry out multiple parallel projects at once, as well as meet TAC administrative requirements

- Knowledge of data collection tools used by systems of care; experience collecting, managing, and analyzing data
- Bachelor’s degree in a field related to the type of consultation to be provided (social work, psychology, public health, urban planning, or related health profession) or relevant lived experience)
- Flexibility and ability to travel within the U.S.

Qualifications — Key Knowledge Areas

- Broad historical understanding of discrimination and inequity issues related to national origin, race, sex and gender (including gender expression), sexual orientation, disability, and other legally protected classes
- Demonstrated experience supporting communities and agencies to advance racial equity
- Demonstrated commitment to, and understanding of, racial equity and accessibility
- Understanding of the racial disparities of systems of care and their impact on communities
- Competence in training, facilitation, and curriculum development in DEI
- Demonstrated experience providing technical assistance and consultation on DEI within behavioral health, homelessness, and related systems
- Keeps current on emerging issues and trends in DEI work to incorporate throughout TAC’s work and identify opportunities
- Experience advancing an organizational culture into one of inclusivity, equity, and diversity
- Strong experience working with/for Continuums of Care on planning and programming including coordinated entry, governance, strategic planning, and system mapping
- Program knowledge of HUD’s homeless assistance programs including the Continuum of Care program, Youth Homelessness Demonstration Program, and Emergency Solutions Grant program.
- Proven community planning experience related to new program initiatives including USICH Criteria and Benchmarks for Ending Homelessness, Housing First, rapid rehousing, and homelessness prevention/diversion.
- Experience in government, policy or provider roles in Continuum of Care planning, homeless systems management, and affordable housing programs
- Lived experience may substitute for the degree and work experience.
- Bilingual applicants are strongly encouraged to apply.

Please submit resume, cover letter, and three references to Tia Maurissette, Human Resources Manager at jobs@tacinc.org by **March 31, 2024**.

People with disabilities, Veterans, and individuals with lived experience of homelessness are strongly encouraged to apply.

Pay Range - Many factors are considered in determining final pay for a position, including, but not limited to, relevant work experience, skills, certifications and competencies that align to the specified role, geographic location, education and certifications as well as contract provisions regarding labor categories that are specific to the position.

