



## REQUEST FOR QUALIFICATIONS

### Equity Coach for Sustainable CT December 2022

#### SUMMARY

[Sustainable CT](#) seeks dynamic, organized, and committed individuals to join our equity support network and serve as Equity Coaches. Each Equity Coach will work with municipal staff and volunteers throughout Connecticut, the Sustainable CT staff, and other stakeholders. The Equity Coach is primarily responsible for providing direct support to municipalities seeking certification under the Sustainable CT program, including, but not limited to, guidance on building more inclusive and welcoming processes to change decision-making and co-create equitable municipal operations, practices, and programs. Qualified candidates will have a passion for our mission, strong communication skills, and successful experience working on initiatives to advance equity.

#### ABOUT SUSTAINABLE CT

Sustainable CT is a vibrant organization that inspires, supports, and celebrates actions that make Connecticut communities great places to live for all. Our mission is to foster inclusive, resilient, and vibrant Connecticut municipalities that provide opportunities for all to thrive by: providing a menu of sustainability actions that build local economies, support equity, and respect the finite capacity of the environment; offering technical assistance to help advance sustainability initiatives; and recognizing and certifying municipalities for their achievements. Sustainable CT strives to be inclusive, innovative, and collaborative. We are committed to equity, and to creating communities where all are welcome and have the opportunity to thrive. We recognize the natural environment as the foundation for the health and well-being of all people and the strength of the local economy. Sustainable CT, Inc., is a 501c3 non-profit and is completely grant funded.

Equity is a pillar of the Sustainable CT program, and a required component of every municipal application for certification. We support communities in building and strengthening municipal processes to be more inclusive, cohesive, and representative of all community members, now and in the future. We recognize that municipalities are at different places in their equity journeys and provide a variety of supports to assist them in this work, including in-depth equity trainings and one-on-one equity coaching. Equity coaches build and maintain both strong

relationships with and capacity of municipal Sustainability Teams working to build and strengthen inclusive municipal operations and processes.

Sustainable CT is growing as an organization and in our understanding of racism and the systems that perpetuate injustice. We understand that current systems can limit opportunity for marginalized communities to shape their environment and access resources. We recognize that we need to actively grow and welcome new voices in our work. We value the insights and perspective that a diverse team and network brings to the complex challenges of creating healthy communities across Connecticut.

### **ABOUT THE COACHING SERVICES**

The Equity Coach is critical to the success of Sustainable CT. The primary services include providing direct coaching support, within a structured but flexible coaching framework, to help registered Sustainable CT communities implement actions in our [\*Inclusive and Equitable Community Impacts category\*](#) (including action 1.1 Optimize for Equity, action 1.2 Participate in Equity Training, and action 1.3 Develop and Adopt a Statement on Equity) and build a culture of equity and inclusion in all municipal decisions and interactions. Equity Coaches also work closely with Sustainable CT staff to refine our certification framework and support programs. The Equity Coach will work as an independent contractor to Sustainable CT, Inc., providing between roughly 6 and 40 hours of equity coaching support per month.

### **DUTIES**

Equity Coach duties may include some or all of the following:

- Attend training sessions for Equity Coaches and provide support to municipalities in accordance with the Sustainable CT equity coaching framework (to be provided).
- Guide and support municipal staff Sustainability Teams on completion of action [1.1 Optimize for Equity](#). The framework of the equity toolkit includes: identifying who lives and works in the community; connecting with underrepresented community members; creating opportunities for dialogue; collaborating and co-creating on municipal decisions and programs; and refining, revisiting, and improving the inclusive process.
- Guide and support municipal staff and Sustainability Teams on completion of action [1.3 Develop and Adopt a Statement of Equity](#).
- Guide and support municipal staff and Sustainability Teams on pursuit of [Climate Leaders designation](#), through an equity and inclusion frame.
- Guide and support municipal staff and Sustainability Teams in developing equitable and inclusive sustainability projects and programs in response to state and federal grant opportunities, with a focus on how projects are developed and implemented and for whom.
- In collaboration with Sustainable CT staff, help create safe and respectful spaces for residents experiencing inequity to share their experience and input with municipal leaders, especially around affordable housing.
- Facilitate community conversations around equity.
- Guide Sustainability Teams in equitable and inclusive community visioning.

- Work with Sustainable CT team and the Equity Coach cohort to support consistent and effective communications, messaging, and support to municipalities related to equity issues.
- Upon request, provide additional customized support to municipal leaders on equity challenges and opportunities.

### **QUALIFICATIONS AND SKILLS**

- Experience coaching and supporting processes to advance diversity, equity, and inclusion with individuals at varied levels of equity experience.
- A passion for our mission and a belief that our efforts can make Connecticut and the world more sustainable and equitable.
- Excellent interpersonal skills.
- Strong organizational skills, proven ability to independently schedule, prioritize, follow through, and manage meetings and deadlines.
- Proven ability to build and sustain relationships with community leaders.
- Familiarity with sustainability issues, CT municipal government, and community engagement.
- Ability to work both independently and collaboratively, as needed.

### **CONTRACT DETAILS**

Equity Coaches will be matched with registered Sustainable CT municipalities and must commit to providing a minimum of 6 hours of services per month (includes municipal coaching, coach training, and occasional meetings with Sustainable CT staff). Coaches will work remotely and hold coaching sessions and meetings virtually or at locations that meet the municipalities' needs. Coaches arrange their own work schedules, though we anticipate most municipal interaction occurring between 9am – 5pm, with the potential for some evening meetings. Travel throughout the state of Connecticut may be required.

This is a part-time, contracted position for one calendar year. Coaches will be paid at an hourly rate of \$100/hour.

### **HOW TO APPLY**

Submit the following to Nicole Govert at [NicoleG@sustainablect.org](mailto:NicoleG@sustainablect.org) by noon on January 23, 2023:

- Written OR video cover letter (no longer than 1 page or 2 minutes) highlighting what makes you an ideal candidate. Please include: an overview of your experience that has prepared you to successfully provide the types of services listed above; your approach to coaching; and the approximate minimum and maximum number of hours per month you could commit to providing equity coaching services.
- Resume.

Please [contact us](#) if you have any questions or seek accommodation in order to respond to this RFQ.