



Diversity and Equity

The Office of Diversity and Equity helps ensure small and disadvantaged businesses have access to contracting opportunities with SANDAG. The Diversity and Equity team has created three unique and highly effective “Bench” programs; the Architectural and Engineering (A&E) Bench, the Construction Management (CM) Bench, and the Planning Bench. Through the three benches, larger prime consultants have direct access to qualified and available disadvantaged business enterprise (DBE) and small business (SB) firms ready to join project teams.

First Review of Applications: October 29, 2021 – open until filled

Expected Start Date: December 2021

Diversity and Equity Team Job Openings:

Administrative Analyst (A&E Bench Coordinator):

This position may be filled at Associate or II level:

- Associate: \$59,351 - \$91,995/year
- II: \$53,833 - \$83,442/year

Administrative Analyst (CM and Planning Bench Coordinator):

This position may be filled at Associate or II level:

- Associate: \$59,351 - \$91,995/year
- II: \$53,833 - \$83,442/year

Job Responsibilities and Experience & Qualifications for both Coordinator Positions

These positions are often the first point of contact for DBE firms and small businesses interested in SANDAG contracting opportunities. The Coordinators provide heavy administrative office support, maintain and update bench program databases, and coordinate various outreach activities to help educate and encourage enrollment and interest in both A&E and CM and Planning Bench programs. The education and experience requirements include a bachelor’s degree from an accredited college or university or at least four years of recent relevant work experience. A bachelor’s degree is preferred, however a combination of education and relevant work experience may be considered in lieu of a bachelor’s degree. These positions are being offered as a two year Limited-Term employment opportunity.

Job Responsibilities:

- Support the Office of Diversity and Equity initiatives and ensure agency compliance with federal and state requirements.
- Coordinate appointments/meetings for senior staff, and maintain calendar of activities for Bench programs.
- Establish and foster business relationships between prime consultants and DBEs/SBs; coordinate and plan networking outreach events; facilitate annual Prime meetings.
- Provide DBE firms and small businesses with technical support and training on the various registration requirements; develop step-by-step procedures, provide training; communicate program services and procedures, respond to questions.
- Organize and summarize information on program trends and issues; develop and maintain complex spreadsheets, and databases for tracking various aspects of the program; prepare required utilization, progress, statistical, informational, and federal reports, including PowerPoints.

Qualifications:

- Experience performing complex, analytical, and administrative support.
- Experience supporting a team that interacts and coordinates with project managers, contractors, and outside firms; experience scheduling and coordinating a high volume of appointments/meetings with numerous attendees, and maintaining a calendar of activities, meetings, and events.
- Experience creating, maintaining, and updating program policies, operating procedures, and guidelines.
- Experience planning and coordinating meetings (including Hybrid and Virtual) and various outreach events.
- Experience with contracts, preparing budgets and schedules; tracking consultants and project progression.
- Strong proficiency with Microsoft Office Suite and other PC-based applications - Excel, Word, Outlook and PowerPoint; Power BI experience desirable.



Benefits

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and contribution to the SANDAG deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

The candidates selected for these positions will be expected to work in-person in the San Diego office and can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidates will be permitted to drive for SANDAG business.

How to Apply

Interested candidates may apply for this position by completing a SANDAG Employment Application.

The Employment Application can be downloaded from the SANDAG website or by contacting hr@sandag.org or calling (619) 699-1900. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

Contact Us



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(619) 699-1900 | TTY/TDD: (888) 722-4889



sandag.org



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