



City of Redmond

Respect, Equity, Diversity, Inclusion (REDI) Program Administrator

SALARY	\$50.09 - \$67.62 Hourly \$8,681.83 - \$11,721.10 Monthly \$104,181.98 - \$140,653.15 Annually	LOCATION	Redmond, WA
JOB TYPE	Regular, Full-time	JOB NUMBER	2600053
DEPARTMENT	Executive	DIVISION	EXECUTIVE
OPENING DATE	04/29/2026	CLOSING DATE	5/17/2026 11:59 PM Pacific

JOIN REDMOND!

The City of Redmond is a thriving, culturally diverse community and home to over 80,000 residents. Redmond is the hub of an array of commerce and industry ranging from technology, aerospace, and gaming to biomedical and innovation start-ups. In this role, you will represent the city, and our values of service, integrity, accountability, belonging and stewardship.

The REDI Program Administrator administers the City of Redmond's Respect, Equity, Diversity, and Inclusion (REDI) program in alignment with the City's REDI Strategic Plan. This position is responsible for the design, implementation, and evaluation of equity-integrated initiatives across city operations and throughout the community. Serving as a subject matter expert and operational leader, the Administrator advances and executes the City's REDI goals and objectives.

The REDI Program Administrator leads efforts to integrate equity into the daily operations of city departments, plans and facilitates inclusive community engagement, and builds strong, meaningful relationships with community stakeholders, partner organizations, and underrepresented populations. The position operates with considerable autonomy and serves as a key liaison between the City's internal REDI commitments and the communities the City serves.

This position reports to the Deputy Director of Equity & Strategic Services, within the Executive Department.

ROLE & RESPONSIBILITIES

Program Administration and Strategic Plan Implementation

- Administers the REDI program in alignment with the City's REDI Strategic Plan, including tracking progress across all goals: Transparent & Consistent Leadership, Respect & Belonging, Effective Program Support, Pro-Equity, Anti-Racism Implementation (PEAR), and Community (Stakeholder) Engagement.
- Develops, maintains, and evaluates tools and resources for staff to implement equity into everyday operations tied to the REDI Strategic Plan objectives and key results
- Monitors and reports on REDI program progress to the Mayor, City Council, and Director and Deputy Director Teams, on a regular and structured basis.
- Establishes and supports the community through engagement activities geared toward REDI goals.

- Supports implementation of the State of Washington Baseline Equity Impact Review (EIR) framework across city departments, including community identification, data collection, gap analysis, and continuous improvement cycles.
- Prepares written and oral reports, briefings, and presentations for internal leadership and public audiences, including City Council updates.
- Manages the City of Redmond's compliance with applicable civil rights statutes including Title VI of the Civil Rights Act, the ADA, and Title VII.

Equity Integration – Internal Operations

- Collaborates with department directors, deputy directors, and managers to embed REDI principles and Pro-Equity, Anti-Racism (PEAR) practices into operational policies, procedures, and service delivery.
- Develops tools, frameworks, and resources to support staff and supervisors in applying an equity lens to decision-making, budget development, capital improvement planning, and policy review.
- Supports incorporation of Equity competencies into performance management systems, onboarding processes, and employee development programs in coordination with Human Resources.
- Facilitates or co-facilitates REDI training sessions for staff at all levels; contributes to the strategic rollout of citywide REDI training aligned with the REDI Strategic Plan.
- Leads Welcoming Team priorities and agenda development, and develops and delivers resources, tools, and frameworks to advance culture-building, connection, and belonging in alignment with the REDI Strategic Plan Goals 2 and 3.
- Coordinates and tracks a prioritized inventory of policies and procedures requiring equity evaluation; coordinates review processes and tracks revisions as outlined in the REDI Strategic Plan.

Community Engagement and External Partnerships

- Designs and implements community outreach strategies to increase equitable participation from under represented and hard-to-reach populations.
- Develops, coordinates, and implements community activities, forums, listening sessions, and cultural events that promote engagement, belonging, and equity outcomes.
- Collects, synthesizes, and analyzes community demographic and feedback data to inform city policy and service decisions; maintains tracking systems for engagement and feedback from diverse populations.
- Builds and sustains partnerships with community-based organizations, equity focused nonprofits, regional jurisdictions, and other external stakeholders working on similar initiatives.
- Serves as a liaison between community members and city leadership, ensuring diverse voices are heard and reflected in program planning and policy development.
- Collaborates with the Communications division to review and manage public-facing materials, website content, and outreach for cultural competency and accessibility.

Budget Administration

- Administers financial aspects of the REDI program, including budget development, expenditures, and financial monitoring and reporting.
- Develops, negotiates, and manages contracts and agreements with external partners and vendors.
- Supports purchasing and best practices that create equitable opportunities in contracting and vendor procurement in partnership with the Finance Department.

Commissions, Committees, and Regional Forums

- Actively participates and presents information to various city commissions, and committees; integrates with the Welcoming Committee and other regional advisory bodies as needed to review and implement best practices.
- Represents the City at community meetings, intergovernmental forums, and regional equity networks.
- Supports council and mayoral outreach to key community groups and stakeholders on significant projects and programs.
- Other duties as assigned.

QUALIFICATIONS

- Four years' experience in equity, diversity, and inclusion work.
- High school diploma or equivalent; Bachelor's degree related to Public Administration, Sociology, Social Work, Public Policy, or related field.
- Any equivalent combination of education, experience and training provides the required knowledge, skills, and abilities
- Experience with organizational assessment and change management.
- Strong facilitation and training skills for diverse audiences.
- Knowledge of equity frameworks and best practices in municipal government.
- Excellent interpersonal skills and cultural competency.
- Experience with data analysis and report writing.
- Demonstrated experience managing multiple concurrent projects, including planning, timeline development, stakeholder coordination, and progress tracking in a complex organizational environment.
- Demonstrated ability to work collaboratively across organizational levels.

Preferred Qualifications

- Master's degree in a relevant field.
- Municipal government or public sector experience.
- Experience with community organizing or grassroots engagement.
- Bilingual capabilities reflecting community demographics.
- Experience with organizational development and systems change.
- Equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Licenses and Certificates

- Valid WA State Driver's license required.
- Licenses and certificates specific to the assigned program may be required

Other

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

Please review the [Program Administrator](#) job description for more information about the knowledge, skills, abilities, working conditions, and physical requirements.

BENEFITS

Our employees earn competitive wages and enjoy an exceptional benefits package that includes:

- MEDICAL INSURANCE - Choice of two plans for employees and their eligible dependents: Premera or Kaiser Permanente. All employee healthcare premiums paid for by the City of Redmond.
- PRESCRIPTION DRUG INSURANCE - Included with each medical plan
- DENTAL INSURANCE - For employees and their eligible dependents
- VISION INSURANCE - For employees and their eligible dependents
- OTHER INSURANCE - Life, accidental death & dismemberment insurance, short and long-term disability, optional employee-paid voluntary life insurance
- FLEXIBLE SPENDING ACCOUNTS - For tax savings on healthcare and dependent care expenses

- PAID VACATION & HOLIDAYS – with (13) paid holidays per year
- EMPLOYEE ASSISTANCE PROGRAM (EAP)
- RETIREMENT PLANS - Department of Retirement Systems (DRS) plus additional options that include: Municipal Employees Benefit Trust (Social Security replacement plan) and MetLife 457 Plan
- Annual COLA adjustments
- Annual merit increases of up to 5%

To learn about benefits at the City of Redmond, please visit [C2MB \(ajg.com\)](http://www.redmond.gov/ajg.com).

Employer

City of Redmond

Address

15670 NE 85th Street
Human Resources - 3rd Floor
Redmond, Washington, 98052

Phone

425-556-2120
redjobs@redmond.gov

Website

<http://www.redmond.gov/employment>

Respect, Equity, Diversity, Inclusion (REDI) Program Administrator Supplemental Questionnaire

*QUESTION 1

Please select your highest level of education.

- High School or GED
- Associate degree
- Bachelor's degree
- Master's degree or higher

*QUESTION 2

Do you have a valid driver's license?

- Yes
- No

*QUESTION 3

Describe a time when you integrated equity into an existing program, policy, or operational process.

*QUESTION 4

Provide an example of how you have designed or led a community engagement effort, particularly with underrepresented or historically marginalized communities.

*QUESTION 5

This role requires partnering across departments and communities with different priorities and levels of readiness. Describe how you have built alignment and buy-in to advance equity or organizational initiatives across teams.

***QUESTION 6**

Describe how you have defined, tracked, and reported on program performance.

***QUESTION 7**

What do you think Redmond's unique needs may be for diversity, equity, and inclusion work? What would you prioritize working on in your first couple months to succeed in this role?

* Required Question