



## **Census Complete Count Fund: Census Manager**

CAMBA's mission is to offer holistic social services to New York City's most vulnerable residents, connecting them to opportunities that will enhance their quality of life. Starting as a small kitchen-table operation over 40 years ago, we now operate in all five boroughs and serve over 65,000 individuals and families a year. We have more than 160 programs in an integrated set of six program areas: Economic Development, Education and Youth Development, Family Support, Health, Housing, and Legal Services. This equips us to respond to the full range of clients' needs and barriers, helping them overcome complex adversities— from homelessness to domestic violence— and build a better life. We give those recovering from substance abuse a second chance, find safe homes for refugees, and reconnect youth who have left school. We work to inspire resilience and self-sufficiency through job training, financial counseling, and educational programs for all ages. Our programs build inclusive communities where New Yorkers have the supports necessary to reach their full potential. With 95 locations across New York City, CAMBA develops deep ties to the neighborhoods in which we operate.

### **About the Census Complete Count Fund**

The United States Constitution requires a population count—or census—every 10 years. The census determines every state's proportional representation in Congress as well as its share of federal funds for health care, education, housing, economic development, social services, roads, transportation, and more. In light of the resources that are at risk and the fact that the State of New York could lose up to two congressional seats in the case of a 2020 census undercount, it is critically important that all New Yorkers, especially those from historically undercounted communities, are counted.

To support a fair and complete count, CAMBA is working in partnership with the City University of New York (CUNY), Mayor de Blasio's NYC Census 2020 office, and the New York City Council to mobilize New Yorkers to self-respond to the 2020 census. CAMBA's mission is to maximize the count.

CAMBA is seeking an exceptionally qualified candidate for the role of Census Manager. In collaboration with NYC Census 2020, the Census Manager will oversee CAMBA's census engagement and outreach plan to educate community members about the significance of the census and the importance of census self-response; identify and dismantle barriers to census participation; and connect New Yorkers to the tools and resources they need to participate in the 2020 census.

### **Responsibilities:**

Working under the leadership of CAMBA's Department of Strategic Partnership's Vice President, the Census Manager will:

- Serve as the point of contact to coordinate with NYC Census 2020 and oversee CAMBA's census engagement and outreach plan;
- Track census engagement activities using both qualitative and quantitative methods and report to NYC Census 2020;
- Ensure that CAMBA's census engagement team adheres to all data security and privacy protocols around census engagement;
- Manage census team staff hiring, training, and supervision;
- Supervise volunteer recruitment and training.

**Qualifications:**

- Experience in community engagement, campaign work, or other forms of direct outreach;
- Strong leadership, interpersonal, and relationship management skills;
- Excellent communication, project management, and multi-tasking skills;
- Experience with data management and reporting;
- Demonstrated cultural competence with respect to ethnically and economically diverse NYC communities
- Understanding of New York City's diversity and experience working with people of diverse backgrounds;
- Proficiency in use of technology such as laptop computers and tablets;
- Proficiency in a second or third language a plus;
- Supervisory experience.

**Hours:** Full Time (40hours/week); specific hours of day will vary based on outreach needs

**Dates:** January 15<sup>th</sup>- June 30<sup>th</sup>

**Pay:** Prorated salary of \$60,000