

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Census Captain

**Department:** Operations

**Reports to:** Census Manager

**Hours:** Part-Time (25-hours per week) (Temporary: January 2020 – July 1, 2020)

**Rate:** \$25.00 per hour

**FLSA:** Non-exempt

### Position Summary:

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, Union Settlement 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.

Union Settlement is seeking exceptionally qualified candidates for the role of Census Captain. The Census Captain will be responsible for supervising a team of Census Organizers in educating community members about the significance of the census and the importance of census self-response; identifying and dismantling barriers to census participation; asking and encouraging New Yorkers to self-respond to the 2020 census; and connecting them to the tools and resources they need to self-respond.

**Responsibilities:**

Working under the leadership of Union Settlement's Census Manager, the Census Captain will:

- Ensure that outreach-related outcomes are being met as part of the city-wide strategy.
- Establish and maintain relationships with Union Settlement's stakeholders as it relates to the NYC Census 2020 Campaign.
- Supervise a team of Census Organizers and/or Volunteers on behalf of Union Settlement's census engagement plan.
- Engage New Yorkers about the census through a variety of activities, including canvassing, tabling, phone-banking, text-banking, town halls, teach-ins, and other types of events.
- Track census engagement activities using both qualitative and quantitative methods.
- Participate in trainings and professional development opportunities.
- Adhere to all data security and privacy protocols around census engagement.
- Lead volunteer recruitment and training efforts.

**Qualifications:**

- Experience managing field staff and/or volunteers.
- Experience in community engagement, campaign work, or other forms of direct outreach.
- Excellent communication, project management, and multi-tasking skills.
- Excellent interpersonal and relationship management skills.
- Demonstrated cultural competence with respect to Harlem community.
- 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.
- Bilingual preferred.

**To Apply:**

Please send cover letter, resume, writing sample, and contact information for at least three professional references (preferably current or former direct supervisors) to:  
[operationscareers@unionsettlement.org](mailto:operationscareers@unionsettlement.org).

Please indicate "Census Captain" in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**