

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.

Position: Census Manager

Department: Operations

Reports to: Associate Executive Director, Operations/COO

Hours: Part-Time (Temporary: January 2020 – July 1, 2020)

Rate: \$30 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 an exceptionally qualified candidate for the role of Census Manager. In collaboration with NYC Census 2020, the Census Manager will oversee the Union Settlement'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 Union Settlement's Associate Director of Operations, the Census Manager will:

- Serve as the point of contact to coordinate with NYC Census 2020 and oversee Union Settlement's census engagement and outreach plan.
- Track census engagement activities using both qualitative and quantitative methods and report to NYC Census 2020.
- Ensure that Union Settlement'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:

- At least two (2) years of management or supervisory experience required.
- 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 the 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.

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

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER