

JOB ANNOUNCEMENT

Project Coordinator, Outreach

NUMBER OF POSITIONS: Two (2)

SUMMARY

The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$800 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The City of Los Angeles depends on census data and Federal funds to deliver quality services to its residents.

The Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Angelenos to get counted in 2020.

ABOUT THE ROLE

The Census 2020 Initiative is seeking to fill two (2) Outreach Project Coordinator positions that will be responsible for:

- 1.) Organizing Census 2020 community forums/townhalls and events in coordination with council offices and community partners.
- 2.) Coordinating the Initiative's Census Goodwill Ambassadors program.

Additional duties and responsibilities for both positions include:

- Coordinating additional Initiative activities with partners and allies, as needed
- Conducting outreach and education activities including meetings and participating in events with interested stakeholders during and after regular work scheduled hours including weekends
- Conducting educational presentations, as needed
- Problem-solving and identifying strategies and recommendations for the prioritization of projects, issues and activities that benefit the Initiative

THE IDEAL CANDIDATES

The ideal candidate will have experience conducting civic engagement programs, working in underserved communities in Los Angeles; have a passion for public service and for serving the City and its residents including the following professional and personal skills, characteristics and attributes:

Professional Characteristics:

- Excellent community-oriented organizer with an eye for customer service
- Excellent public speaking skills
- Excellent reading and writing skills
- Ability to multi-task in a fast-paced environment
- Proven track record of delivering results in a high pressure environment with multiple work streams
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel and Powerpoint and Google Docs, Sheets, and Slides
- Working knowledge of/or background in local government
- Experience working with diverse communities
- Bilingual ability (writing and speaking) in English and a secondary language including (Armenian, Chinese, Farsi, Hindi, Japanese, Khmer, Korean, Russian, Spanish, Tagalog, Thai or Vietnamese)

Personal Skills/Attributes:

- Excellent communicator with great interpersonal skills
- Highly organized and detail oriented
- Ability to work under pressure in a high stress fast-paced environment
- Team oriented and demonstrates initiative

REQUIREMENTS

- Bachelor of Arts (BA) degree in politics, public policy, public administration, history, or related field.
- Three-years of professional work experience as a community organizer and/or coordinating projects and programs.

START DATE

The positions will remain open until filled.

SALARY

Salary will commensurate with demonstrated skills and work experience, along with additional benefits.

HOW TO APPLY

Qualified candidates should email a cover letter and resume to:

Maria de la Luz Garcia
 Director, Census 2020 Initiative
 Mayor's Office of Budget and Innovation
Maria.Garcia@lacity.org

DISCLOSURE

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.