**Census 2020 Community Outreach Ambassador**

**Job Description**

**TITLE:** Census 2020 Community Outreach Ambassador position

**DEPARTMENT:** General and Administration/Executive Offices

**REPORTS TO**: CEO, CFO, and Manager of Community Outreach and Development (MCOD)

**STATUS:** Part-time, hours will vary from month to month but shall not exceed 20 hours in any week.

**JOB SUMMARY/PURPOSE**

The 4CS 2020 Census community outreach ambassador will engage and educate the community about the importance of the 2020 Census and the desired goal of 100% community participation. The 2020 Census outreach ambassador will take part in community events. The 2020 Census outreach ambassador will support the MCOD through administrative and community outreach support to promote and encourage hard to count populations to complete the 2020 Census. The desired candidate will commit to the project working through May of 2020.

**PRIMARY DUTIES AND RESPONSIBILITIES**

• Ambassador recruitment

• Ambassador organization and leadership, working as part of the team.

• Ambassador training and education at monthly meetings

• Participation in the Census Education at community events often occurring on evenings and week-ends • Being a liaison with community partners

• Creation of strategies to retain current Ambassadors

• Creation, development and implementation of media campaigns related to the 2020 Census including online through websites and social media, and print communications such as flyers, posters, and print media.

• Any other duties that may arise as necessary

E**ducation**

* Current enrollment in a full-time or part time academic or vocational curriculum at an accredited college or university

**Language Skills**

* Bilingual (English/Spanish) helpful but not required

**Knowledge, Skills and Abilities**

* *Strong verbal, written, and communication skills*

Most of the Outreach Ambassador’s day is spent communicating. The candidate must be able to rely on their verbal communication skills to clearly articulate program benefits to potential participants speaking one-on-one or to groups.

* *Knowledge of fundraising, social media, and public relations*

Knowledge of federal and state laws affecting charitable donations, special events planning and management. They must have written communication skills resulting in professional emails, news articles, etc. Proficiency with Microsoft Office programs including Word, Excel, Powerpoint. Ability to interact with senior executives and community leaders

* *Organizational Skills*

The Outreach Ambassador must be highly organized and self motivated.

* *Social Perceptiveness*

The Candidate must be socially aware of the socio-economic situations in Passaic County and how it is necessary to target these individuals.

* *Interpersonal Skills*

The Candidate must have strong interpersonal skills such as compassion, positivity and patience.

**Work Environment**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet but a fast-paced environment.

**Disclaimer Clause**

* Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skill, or working conditions associated with the position. They are intended to be an accurate reflection of the principal requirements of the position.