



## JOB ANNOUNCEMENT

**Organizational Background:** Hamilton-Madison House has been serving the residents of Manhattan's Lower East Side since 1898, with offices located throughout Chinatown and the Lower East Side Two Bridges neighborhoods. We foster the wellbeing of vulnerable populations including the elderly, children, the ill and handicapped, new immigrants, refugees and the unemployed by delivering critical, timely and culturally appropriate services for all stages of life.

**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, Hamilton-Madison House 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. This includes: 1) Reaching out to clients and community members through Hamilton-Madison House's network of programs and services to ensure they receive linguistically and literacy-level appropriate information about the critical importance of participating in the census and how to participate; 2) Facilitating efforts so that clients and community members complete Census Pledge Cards indicating their intention to participate in the census; 3) Provide Pop-Up stations to assist clients and community members in completing the census survey online; 4) Provide follow-up with clients and community members who do not complete the online census survey to ensure they participate in the door-to-door and any other efforts to include these people in the census.

**Description of Position:** Hamilton-Madison House is seeking an exceptionally qualified candidate for the role of Census Manager. In collaboration with NYC Census 2020, the Census Manager will oversee the Hamilton-Madison House'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 tool and resources they need to participate in the 2020 census. This is a temporary position of 6 months or when the contract terminates.

**Minimum 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 Chinese 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
- Supervisory experience

**Responsibilities:** Working under the leadership of Hamilton-Madison House’s Executive Director, the Census Manager will:

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

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 9am – 5 pm and some evening and weekend hours

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: June 16, 2020

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**