Job Title: Census Outreach Organizer
Department: Healthy Community Initiatives (HCI)
Location: Revere City Hall, 281 Broadway, Revere, MA  02151
Hours: 15 hours per week
Salary: $25 per hour

DESCRIPTION:
Census Outreach Organizer(s) will be a core part of the Revere COUNTS 2020 Census team. They will educate community members about the significance of the Census and the importance of Census self-response, identify and dismantle barriers to census participation, ask and encourage residents to self-respond to the 2020 Census, and connect them to the tools and resources they need to self-respond.

In addition, they will be able to effectively develop and foster relationships with a broad range of individuals, organizations, businesses, and agencies. The successful candidate must also have aptitude and interest in relationship building and outreach and community organizing.

This position will be based at City Hall in Revere but will require working at a variety of locations within the community.

Responsibilities:
Under the supervision of the HCI Director and HCI Program Manager, Census Outreach Organizers will conduct direct community outreach to raise awareness about it, promote participation in the 2020 Census and support leadership development/involvement of Revere residents. This is primarily a fieldwork position, and outreach activities will include canvassing, tabling, text/phone banking, pop-up events and trainings, and participation/coordination in community and media events.
ESSENTIAL FUNCTIONS:
The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Build strong relationships with historically undercounted residents in order to encourage census self-response
- Engage residents and stakeholders about the Census through a variety of activities, including canvassing, tabling, phone-banking, text-banking, town halls, teach-ins, pop-up events and trainings, and other types of events and outreach
- Support leadership development of Revere residents by identifying emerging leaders and coaching them in developing their leadership capacity and involvement to contribute to the work of making Revere a healthier city
- Identify emerging needs, issues and trends among Revere residents community vitality. Propose appropriate responses utilizing the City’s Master Plan as a road map for civic engagement
- Track census engagement activities using both qualitative and quantitative methods
- Adhere to all data security and privacy protocols around census engagement
- Maintain accurate records, produce timely written and verbal reports
- Maintain mailing and volunteer lists, including current mailing, email addresses, and phone numbers
- Update lists, interests, and add new accounts on a regular basis
- Provide and support content for social media accounts and website
- Participate in trainings and professional development opportunities
- Provide general assistance, as needed, for Census related events, and undertake other activities and duties as requested

QUALIFICATIONS:
- Revere residency required. Waiver required for all non-Revere residents
- Excellent communication skills
- Passion to promote civic engagement and positive social change
- Prior campaign or community outreach experience a plus
- Bi-lingual English-Spanish or English-Arabic (both written and spoken)
- Means of transportation to visit all parts of Revere including regional cities and towns
- Willingness to work a flexible schedule, including evenings and weekends

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:
- Understanding of Revere’s diversity and experience working with people of diverse backgrounds
- Proficiency in use of technology such as laptop computers and tablets
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
- Knowledge of Google Office Suite and Drive applications and Canva
• Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

Skills:
• Strong time-management skills.
• Strong problem solving and interpersonal skills

Abilities:
• Ability to establish and maintain effective working relationships
• Ability to communicate effectively and efficiently verbally and in writing
• Ability to lift and carry between 10 and 15 pounds
• Ability to manage and manipulate large amounts of data in Excel

**SCHEDULE, COMPENSATION, AND TRAINING:**
This is a part-time, temporary position that runs into July 2020. The pay rate is $25 per hour. HCI Director, CCC, and stakeholders will conduct regular, paid training sessions, both in the office and in the field.

**PHYSICAL ENVIRONMENT:**
Work is primarily performed in the field. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and outreach materials weighing up to 30 pounds. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee may be required to work during inclement weather conditions such as heavy rain or hot weather conditions.

**DISCLAIMER**
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested and qualified candidates should submit a resume and cover letter to jobs@revere.org by 5 p.m., Monday March 23, 2020.