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<b>Job Title</b>	CUNY Census Project Director
<b>PVN ID</b>	VA-1908-003244
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Develop
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 30, 2019 (Or Until Filled)

## General Description

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### Job Description:

CUNY seeks a skilled Project Director to help lead and implement CUNY's Get Out the Count (GOTC) Census initiatives and to provide critical support to Community Based Organizations (CBO) working with CUNY Census Corps. In particular, the Director will identify and match Census Corps students to the appropriate agencies and provide outreach support to both students and CBO supervisors. They will also work closely with and help support CUNY's internal census team, which includes the Executive Director of Fiscal Administration, the University Dean of Continuing Education, Workforce Programs and any CUNY team member engaged in this project. The Census Project Director will report to the University Dean.

- This is a temporary position with an expected duration September 2019 through June 2020

## Other Duties

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### Roles and Responsibilities

- Will serve as the university wide point of contact for CUNY Census 2020 with Colleges, Research Foundation, Mayor's Office, and NYC Census 2020
- Provide day-to-day planning, coordination, and execution of Census 2020 outreach and engagement activities with all CUNY campuses.
- Develop and execute a detailed campaign plan for the CUNY GOTC for the CUNY community.
- Maintain effective relationships with and provide support to community-based organizations and local Census partners.
- Coordinate and share information and resources internally and externally to all Census 2020 stakeholders.
- Organize and execute engagement meetings across the university with administrators, faculty and

students.

- Represent CUNY at meetings and community-sponsored events.
- Work with NYC Census 2020 to coordinate and disseminate marketing and outreach materials through volunteer events on campuses.
- Work with NYC Census 2020 to host hiring/career fairs to fill paid Census 2020 positions.
- Provide technical assistance and support including receiving, processing, and responding to inquiries about CUNY 2020 Census, GOTC and other support as appropriate.
- Implement and track targeted metrics and evaluation benchmarks.
- Provide regular reports on activities to CUNY's leadership team and internal census team while preparing external reports as needed.

## Qualifications

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### **Required Qualifications**

- Bachelor's degree in Government, Public Policy or a directly related field.
- Four years of progressively responsible work experience in community organization, career services, community outreach or similar program experience or any combination of education and experience equivalent to the above.
- Excellent interpersonal and written communication; ability to interface comfortably with students, faculty, staff and other internal/external stakeholders
- Ability to work cooperatively and collaboratively with diverse groups and individuals as well as independently.
- Demonstrated experience synthesizing complex data and present information to various stakeholders
- Strong team building and supervisory skills

### **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other sites as needed.

### **EEO Information**

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.