
Job Title	CUNY Census Project Coordinator
PVN ID	VA-1910-003343
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$60,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jan 05, 2020 (Or Until Filled)

General Description

Project description

The United States Constitution requires a population count—or census—every 10 years. The census determines every state's share of federal funds for health care, education, housing, economic development, social services, roads, transportation, and other services. In addition, the census ensures proportional representation in Congress. 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, including and especially those from historically undercounted communities, are counted.

The 2020 census presents a number of challenges. To ensure an accurate count of the city's population, New York City's leaders are investing unprecedented amounts of time, funding, and energy in the census. The City University of New York (CUNY) is proud to be partnering with the city in this momentous effort. The **CUNY Census Project** is a coordinated effort to support community-based organizations in their census 2020 work; to hire CUNY students – dubbed the Census Corps - to promote the census on campus and in their communities; and to encourage the CUNY community to complete the census.

The CUNY Central Office of Continuing Education and Workforce Programs is hiring two Project Coordinators to help design and implement the CUNY Census Project. The Project Coordinators will report to the Project Director.

Other Duties

Coordinator responsibilities include:

Student Support and Development

- Supporting recruitment, selection, and placement of CUNY Census Corps students in paid work sites
- Informing students and Census Corps employers about program processes and policies
- Developing and providing training to students
- Acting as the first point of contact for student questions
- Orienting and communicating with site supervisors
- Supporting students once they are placed at their Census Corps sites

College Collaboration and Support

- Developing relationships and partnerships with the 24 CUNY colleges
- Coordinating support for colleges so that they can implement a variety of 2020 census “Get Out The Count” activities
- Developing and distributing materials for “Get Out The Count” activities
- Attending college events and recommending improvements, as needed
- Tracking and reporting on activities

Program Administration

- Designing and planning events
- Monitoring students’ time worked and solving issues with student pay
- Supporting and improving data tracking and aggregating methods
- Maintaining all necessary files for the program
- Coordinating and creating materials for key functions and meetings
- Acting as the main liaison with CUNY’s HR department, fiscal department, legal department, data department, payroll, student development staff, and others
- Serving on census-related committees with city and non-profit partners, as needed
- Overseeing all other administrative processes, as needed

Other Tasks

- Drafting content for social media posts, websites, and outreach materials
- Helping implement a robust communications strategy
- Monitoring news for applicable census-related coverage, effective Get Out The Count methods, and useful tools/resources

Qualifications

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- A baccalaureate degree in education, political science, policy, or a social science discipline strongly preferred
- At least two years’ experience developing and managing fast-moving and complicated programs or political campaigns
- Superb writing skills
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines
- Excellent computer proficiency using standard office software programs

- Ability to create systems that streamline work
- Experience communicating with a diverse set of stakeholders
- Experience working collaboratively in a team-oriented and outcomes-focused environment
- Flexibility to work some evening hours and occasional weekends
- Commitment to the goals of the CUNY Census Project
- Experience supporting and supervising interns, volunteers, or students preferred

These are temporary positions that will last from November 2019 - August 2020 with the possibility of extension.