



Position: Census Outreach Coordinator

Direct Supervision: Behavioral Health Program Manager

Status: Part-time, temporary

SUMMARY:

The Census Outreach Coordinator is responsible for promoting the Census 2020 in San Miguel, Ouray and the West End of Montrose County. This will include developing and implementing a Census 2020 Outreach plan, creating and implementing an advertising campaign, developing and implementing a social media campaign, coordinating with network partners and regional stakeholders to communicate about the upcoming census, facilitating community education sessions, hosting census meetings, and census enrollment opportunities in our communities. The Census Outreach Coordinator will develop outreach and marketing programs to connect with hard to reach audiences, including immigrants, seniors, children, non-English speaking community members, rural, low income, transient, and residents with limited internet access. In addition, the Census Outreach Coordinator will provide updates, as required, to funding entities to document efforts.

DUTIES AND RESPONSIBILITIES: *May include the following, and other duties as assigned:*

1. Develop a Census 2020 Outreach & Marketing Plan to promote the upcoming census
 - a. Advertising campaign
 - b. Social Media Campaign
 - c. Earned Advertising (e.g., KOTO, Daily Planet)
2. Outreach to, educate and organize the community-at-large to support the Census 2020:
 - a. Attend meetings of local governments to educate them about the census
 - b. Hold community education forums targeting hard to reach populations
 - c. Attend meetings with stakeholders regarding Census 2020
 - d. Staff table at community events to promote Census 2020
3. Facilitate meetings of the San Miguel Complete Census Count Committee to ensure that community partners are engaged in the census outreach efforts and their input is sought and incorporated in census outreach efforts
4. Create and facilitate census enrollment opportunities in Spring 2020 to enable individuals to complete the census
5. Coordinate with Local, Federal and State Census Offices to support outreach efforts
6. Coordinate outreach efforts with Complete Count Committees in Ouray and

Montrose Counties

7. Coordinate efforts of AmeriCorps VISTA staff to support Census 2020
8. Support the overall mission of TCHNetwork.
9. Other duties as required to ensure the success of the program and TCHNetwork.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

1. Bachelor's degree or equivalent combination of education and related experience may be considered
2. Two years minimum of experience in developing and fostering partnerships
3. Two years minimum direct experience in community engagement
4. Willingness to work flexible hours (some nights/weekends)

REQUIRED SKILLS:

1. Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence)
2. Strong public speaking and presentation skills
3. Must have aptitude for computers and working with various software and be proficient in MS Word, MS Excel, MS Powerpoint
4. Valid driver's license with reliable transportation and car insurance with the ability to travel up to 90 miles to perform duties related to this position.

PERSONAL ATTRIBUTES:

1. Must possess demonstrated ability to relate to individuals of varied ethnic, cultural backgrounds, ages and economic circumstances.
2. Skilled in group facilitation
3. Trusted member of the community and ability to make new and lasting connections.
4. Ability to maintain client confidentiality.
5. Ability to work in a fast-paced environment, remain calm under pressure, and be supportive of client needs.
6. Advanced time management skills and ability to work independently.
7. Strong work ethic, self-motivated, and collaborative style.
8. Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment.
9. Ability to exercise forethought, to look ahead and anticipate events.
10. Excellent critical thinking and consultative problem-solving skills.

11. Ability to receive and utilize constructive feedback regarding performance and presentation.

PREFERRED QUALIFICATIONS:

1. Resident of the community for at least the past 2 years.
2. Experience working with disadvantaged/underserved populations.
3. Bilingual/bicultural, Spanish speaking.

OTHER:

Requires local and regional travel. Must have reliable transportation to travel as needed and comfortable driving in inclement weather. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable.

LOCATION:

Telluride. No relocation assistance available.