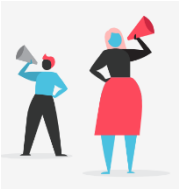
Census Ambassador

Job Qualification and Description



Qualifications:

1. Candidates must be 18 years or older by November 2019.
2. Bilingual-Spanish or -Arabic candidates are highly desired.
3. US citizenship is not required.
4. Work authorization in the US (preferred)
5. High school or equivalent (required)
6. One-year work experience (preferred) with strong communication and "people" skills desired.

Description:

The role of a Census Ambassador is to raise public awareness and promote participation in the 2020 Census for the Allentown community. They will do this by engaging with community members and partners in person and via digital channels. Among other responsibilities, the Census Ambassador will play a substantive part in public outreach and engagement efforts like being the resource person on census in neighborhood meetings, distributing census flyers in high-traffic areas like bodegas, groceries, local festivals, and other places of business. As well, the Census Ambassador will be trained to respond to specific Census2020-related concerns verbally or by sharing relevant printed Census materials.

Jobs Tasks:

1. Provide informational support to Census Hubs to raise awareness and participation in Census 2020.
    - Respond to questions and concerns posed by visiting local residents regarding the Census in general and Census 2020 in particular.
    - Ensure the availability of Census awareness flyers/brochures/postcards in all the Hubs under his/her area
2. Manage Census Hubs within their region
    - Ensure that the Hub space is clean, organized and presentable to the clients and host organization
3. Distribute marketing material for Census
    - Canvas Neighborhood in their respective areas distributing flyers /postcards, especially to businesses like variety stores, bodegas, personal grooming shops, groceries, etc.
4. Locate and attend neighborhood meetings and invite the Census Partnership Specialist as resource speaker
5. Attend and participate in trainings given by the Census Partnership Specialist on how to respond to questions /concerns about specific Census2020 questions.
6. Be at the Census Hub when not distributing flyers or attending meetings, to dispense information.
7. Attend team meetings and CCC meetings and communicate with other Census Ambassadors.
8. and participate in CCC meetings.
9. Meet with supervisor/manager to review procedures, report issues or concerns, and receive updated instructions
10. Maintain and submit records of hours worked.
11. Create and manage posting of social media content associated with the Census
12. Identify potential partnerships for Census engagement

Rate $16.00 to 17.25 per hour

Hours 15 – 40 hrs per week

Timeframe of employment December 2019 – May 2020

Experience:
- 1-year work experience with strong communication and "people" skills (Preferred)

Education:
- High school or equivalent (Required)

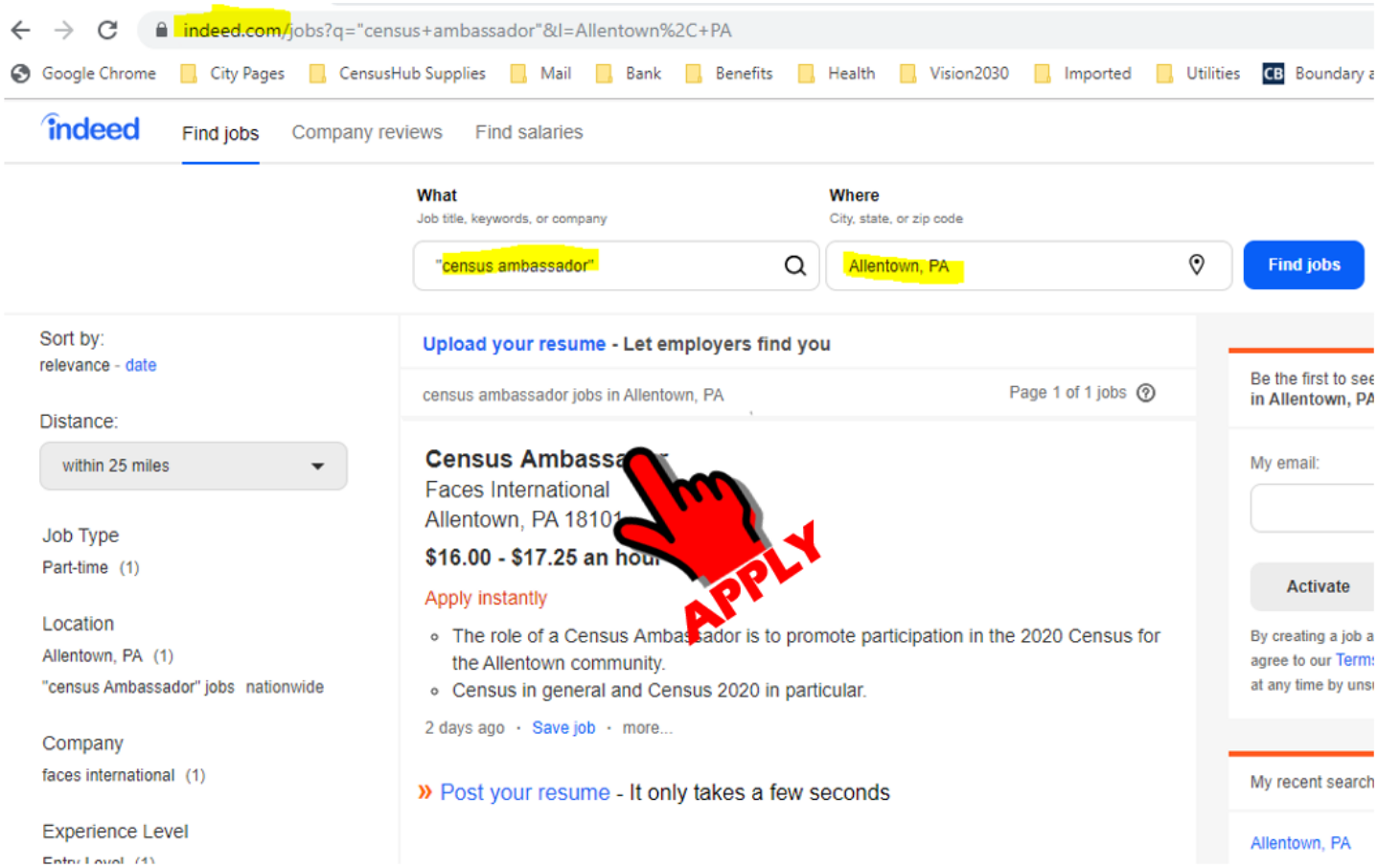
Location:
- Allentown, PA 18101 (Preferred)

Bi-Lingual Proficiency in:
- Spanish (Preferred)
- Arabic (Preferred)

Work authorization:
- United States (Preferred)

Shifts:
- Morning (Required)
- Mid-Day (Required)
- Evening (Required)

Work Location:
- Multiple locations in Allentown, PA

Schedule:
- Monday to Friday
- Weekends required
- Day shift
- 8-hour shift
- Evening shift

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