Job Description

Job Title: Census Captain
Location: Various Locations (Bronx, New York, or Staten Island)
FLSA Status: Part Time, Non-Exempt
Classification: Administrative Support Worker
Department: Community Outreach Services
Program/Contract: Case Management
Reports to: Census Manager
Supervisory Responsibilities: Yes ☒ No ☐

Summary: The Census Captain will lead all day to day activities under the Census 2020 project and coordinate mobilization, outreach, education and community engagement efforts (including pop-up centers) with key staff in the CCCS and Catholic Charities network, including Catholic schools and parishes. The Census Captain will provide direct supervision to Census Workers and volunteers on all outreach activities, which will take place in various locations in Manhattan, the Bronx and Staten Island. The Census Captain will also be responsible for reporting on all outreach activities as required.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Under the guidance of the Census Manager, leads all day to day activities under the Census 2020 project and coordinates mobilization, outreach, education and community engagement efforts (including pop-up centers) with key staff in the CCCS and Catholic Charities network, including Catholic schools and parishes.
- Provides direct supervision to Census Workers and volunteers on all outreach activities
- Reports on all outreach activities as required.

Position Type and Expected Hours of Work:

This is a part-time, short term position which is projected to end when Census 2020 outreach activities conclude. Days and hours of work under this short-term project will be non-traditional, involving evenings and weekends. Additional hours may be required to meet project deadlines.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
• To conduct outreach activities within NYC at least 50% of the time, individuals will use public transportation or traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions
• Ability to work with the public
• Ability to position boxes/items at different levels that weigh up to 25 lbs.
• Remain stationary at a work station and use a computer/computer tablet at least 50% of the time
• Potential to carry a laptop to offsite work locations

Qualifications

Education and/or experience required:

• BA degree or some college
• Minimum 2 years of supervisory experience

Skills, Licenses, and/or competencies required:

• Bilingual (English/Spanish) a plus
• Excellent oral and written communication skills; must be able to explain information clearly and effectively to various populations
• Excellent inter-personal skills and ability to work both independently and in a collaborative team environment
• Familiarity with computer tablets and trouble-shooting software or technical problems
• Flexibility, excellent organizational and project management skills, and ability to work as a team member are critical.