



Job Title	Census Project Coordinator
PVN ID	ME-1810-002758
Category	Research
Location	MEDGAR EVERS COLLEGE
Department	Center for Law and Social Justice
Status	Full Time
Annual Salary	\$35,000.00 - \$43,000.00
Hour(s) a Week	35
Closing Date	Dec 02, 2018 (Or Until Filled)

General Description

This position is responsible for:

1. Conducting research on census data.
2. Conducting in-person and online outreach to community organizations and groups to encourage and promote participation in: the 2020 Census, the CLSJ Census Justice project and in census research data analysis.
3. Assist in the development and implementation of Census Justice social media campaigns
4. Assist in the development and implementation of Census Justice training workshops with groups and individuals.
5. Assist in the development of presentations, conduct meetings and promote partnerships with various agencies, local businesses and community groups
6. Perform administrative duties, maintain proper tracking and monitoring systems and preparing documentation and reports as required.
7. Meet regularly with the Executive Director/Project Director. Submit monthly written reports.
8. Perform related functions.

Other Duties

Coordinate and/or oversee CLSJ social media platforms.

Qualifications

Bachelors Degree preferred. Associate Degree required;

Community/service activism required;

Social media campaign skills;

Candidate must have; 1) A background in community activism and social media campaign development and 2) Experience working with communities that have been historically marginalized along racial lines.