BeCounted Michigan Census 2020 Campaign
A Division of The United States Census 2020 Campaign

Field Ambassador
Type of Position: Temporary Contract
Term: 6 months, Beginning October 2019, Ending April 2020
Pay Scale: $1000 Flat Fee

Location: Highland Park, MI

Application Deadline Date: September 30th 2019

Field Ambassador Duties

Summary
We are seeking 5 Highland Park Census Ambassadors to make sure that Highland Parkers are accurately counted in the 2020 census so that Highland Park gets the resources and support we deserve.

This position is for the Highland Park, Michigan Census 2020 Campaign. In order to be considered, ALL APPLICANTS MUST RESIDE WITHIN THE CITY OF HIGHLAND PARK.

Responsibilities
The Candidate selected for this position will:

- Directly supervise a Community Zone located within Highland Park, and all volunteers assigned to the Zone. This includes both residential and business zones.
  - **Recruit & Coordinate Volunteers** to work within the Zone for Canvassing and Volunteering at designated Census Resource Site Locations
  - **Provide their Community Zone Group and individual training**; monitor census assignments; and provide advice and guidance to volunteers.
  - **Maintain consistent, effective communications** with their community zone such as zone informational meetings, email blasts, social media, weekly/monthly newsletters.
Supervise to ensure Volunteers Gather & Maintain Full Contact information of Residents & Business Owners within their Community Zone

Host (2) General Meetings: (1) local zone informational meeting as well as (1) Census Canvass Meeting

- Work with fellow ambassadors and community partners to establish an inclusive and transparent plan to capture the full breadth of cultural, religious, ethnic, and other important identities to Highland Parkers
- Assure information collected is accurate and shared with appropriate partners in a timely manner

**Travel Required** - 45% local travel.

**Position Requirements**

- Must Be a U.S. Citizen
- Must Be Able to Complete A Suitability/Background Check
- Must be 18 years or older to be hired.
- A Supervisory trial period may be required.
- This is a non-bargaining Contractual Position
- Attend Required U.S., State, & Local Census Trainings
- Must Be Able to Work within Google Apps Software - docs, sheets, slideshow

Applicants must meet all qualification requirements by the application deadline date.

**Qualifications**

Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience as indicated. Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience. You are able to receive class credit for all qualifying experience, including volunteer hours. [Highland Park History/Experience]

**EXPERIENCE**: Applicant must have (1) one year of specialized experience for this position that includes supervising, training and delegating work to their team; overseeing and providing guidance directly to volunteers; working in a team environment to negotiate with others in order to secure communal support and participation from multiple businesses and organizations; communicating with diverse populations; setting priorities; developing, monitoring, and/or analyzing detailed program/project requirements and implementation schedules; reviewing cost, quality, and progress reports.

**How You Will Be Evaluated**
You will be evaluated for this job based on how well you meet the following qualifications. Your resume, optional cover letter and supporting documentation will be reviewed to determine if you meet the minimum qualifications for the position. An interview may be requested by the hiring team.

The following competencies are desirable at the full performance level of this position.

1. **Team Leadership Experience:** Ability to supervise, delegate, coordinate, and motivate Volunteers in your Designated Zone.
2. **Communication Skills:** Ability to communicate and interact with people with various levels of responsibility, while presenting information clearly and logically.
3. **Technology Skills:** The Census is all digital. Ambassadors will need to be comfortable using and helping to explain technology to residents.
4. **Analysis:** Skill in analyzing progress reports from operations and activities for consistency.
5. **Commitment to Community:** History of engagement with and commitment to improving peoples’ lives in Highland Park and neighboring areas.

To apply, please submit a resume and cover letter to Maria Thomas at organizer@soulardarity.com with “HP Census Ambassador Application - [YOUR NAME]” in the subject line.

**About the Census 2020:**

As mandated by the U.S. Constitution, our nation gets just one chance each decade to count its population. The U.S. census counts every resident in the United States. It is mandated by Article I, Section 2 of the Constitution and takes place every 10 years. The data collected by the census determine the number of seats each state has in the U.S. House of Representatives (a process called apportionment) and is also used to distribute billions in federal funds to local communities.

The next census in 2020 will require counting an increasingly diverse and growing population of around 330 million people in more than 140 million housing units. To get an accurate count, the Census Bureau must build an accurate address list of every housing unit, maximize self-response to the census, and efficiently follow up with those who do not respond.

In the years leading up to 2020, we conducted research in four areas that focus on the major cost drivers of the census:

- Using the Internet to increase self-response.
- Using existing government data sources to answer census questions and reduce follow-up workload.
- Automating operations to increase productivity and reduce staff and offices.
- Using existing maps and address to reflect changes rather than walking every block in every neighborhood in the country.
The decennial census is the largest mobilization and operation conducted in the United States and requires years of research, planning, and development of methods and infrastructure to ensure an accurate and complete count.