

JOB ANNOUNCEMENT
Project Coordinator, Census 2020 Initiative

SUMMARY

The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$600 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The City of Los Angeles depends on census data and Federal funds to deliver quality services to its residents.

The Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Angelenos to get counted in 2020.

ABOUT THE ROLE

Working under the direction of the Deputy Director, the Project Coordinator will be responsible for coordinating the Initiative's activities. He or she will work in a fast-paced outcomes-driven environment interacting with top-level management, community leaders, and City officials to facilitate a complete and accurate 2020 Census count in Los Angeles.

Duties and Responsibilities include, but are not limited to:

- Conducting research and writing high-level analyses and policy briefs based on findings to high-ranking officials
- Analyzing and interpreting robust data for delivery of project outcomes
- Composing correspondence and communications, as needed
- Coordinating Initiative activities with partners and allies, as needed
- Working with multiple departments, Mayor's staff, community partners, and others to deliver key Initiative objectives
- Conducting outreach and education activities including meetings and participating in events with interested stakeholders during and after regular work scheduled hours including weekends
- Assisting with the coordination of the Initiative's data-driven outreach strategy
- Conducting educational presentations to the public relative to the importance of the census
- Problem-solving and identifying strategies and recommendations for the prioritization of projects, issues and activities that benefit the Initiative

THE IDEAL CANDIDATE

The ideal candidate will possess a passion for public service and for serving the City and its residents including the following professional and personal skills, characteristics and attributes:

Professional Characteristics:

- Excellent reading and writing skills
- Excellent public speaking skills
- Research and analysis skills
- Ability to multi-task in a fast-paced environment
- Excellent community-oriented organizer with an eye for customer service
- Proven track record of delivering results in a high pressure environment with multiple work streams
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel and Powerpoint and Google Docs, Sheets, and Slides
- Comfortable working with and analyzing large data-sets to inform delivery of project outcomes
- Working knowledge of/or background in local government
- Experience working with diverse communities
- Bilingual ability (writing and speaking) in English and a secondary language including (Armenian, Chinese, Farsi, Hindi, Japanese, Khmer, Korean, Russian, Spanish, Tagalog, Thai or Vietnamese)

Personal Skills/Attributes:

- Excellent communicator with great interpersonal skills
- Highly organized and detail oriented with an eye for planning and administration
- Ability to work under pressure in a high stress fast-paced environment
- Team oriented
- Demonstrates initiative

REQUIREMENTS

- Four-year degree or equivalent experience.
- Three-years of professional work experience at the level of Project Coordinator, Management Analyst, or equivalent.
- Excellent written and oral communication skills.
- Work night and/or weekend hours, as necessary.

START DATE

The position will remain open until filled.

SALARY

Salary will commensurate with demonstrated skills and work experience, along with additional benefits.

HOW TO APPLY

Qualified candidates should email a cover letter and resume to:

Maria de la Luz Garcia
Director, Census 2020 Initiative
Mayor's Office of Budget and Innovation
Maria.Garcia@lacity.org

DISCLOSURE

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

Learn more about the Mayor at: lamayor.org

Twitter: @MayorOfLA