Position Announcements and Job Description:

Census Captain (Part Time)

Who We Are
The Hispanic Federation (HF) is the nation’s premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek
The Hispanic Federation seeks a Census Captain to work with the Civic Engagement team and external partners to build awareness and mobilize census response efforts. The Census outreach Captain will be responsible for coordinating neighborhood-based efforts related to Census 2020. This role will have flexible hours and will require travel throughout the five boroughs.

Position Location: New York City
Reports to: Civic Engagement Coordinator

Job Duties and Responsibilities
• Identify and cultivate relationships with community and government partners
• Engage New Yorkers about the census through a variety of activities, including canvassing, tabling, phone-banking, text-banking, town halls, teach-ins, and other types of events
• Supervise a team of Census canvassers on behalf of Hispanic Federation’s census engagement plan
• Coordinate the implementation of census plan by distributing educational materials in Hard to Count (HTC) communities
• Track and compile data from neighborhood efforts
• Actively participate in all training sessions and designated meetings

Required Skills and Qualifications:
• Experience in community engagement, campaign work, or other forms of direct outreach
• Understanding of New York City’s diversity and experience working with people of diverse backgrounds.
• Familiarity with New York City a must.
• Bilingual in English and Spanish
• Must be legally authorized to work in the U.S.
• Must be over 18 years of age

To Apply
This is a part-time position that pays $25 per hour and will require an average of 25 hours per week. To apply, please email a cover letter and resume to careers@hispanicfederation.org. No telephone calls.