



## **Community Action Partnership Position Description**

### **Senior Associate, Special Projects-Census Engagement**

#### **SUMMARY**

Under the immediate supervision of the Chief Executive Officer, the Senior Associate will be responsible for a national project to design and deliver a comprehensive range of 2020 Census activities to the nation's 1,000+ local Community Action Agencies and State Associations to maximize participation by people who are hard to count as identified by the Census Bureau. The salary range for this position is \$57,000-\$65,000 depending on experience and is currently funded with a one-year grant that has a possibility for one additional year. Knowledge of, or previous experience with, the Census preferred. The position will require frequent overnight, out of state, domestic travel.

**TO APPLY:** Send cover letter, writing sample, and resume to [jobs@communityactionpartnership.com](mailto:jobs@communityactionpartnership.com)

#### **DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

- Support the work of the Community Action Partnership by providing training, technical assistance, tool development and acting as key information source on the 2020 US Census and the evidence informed strategies that encourage all people to respond to the Census, with a special focus on hard to count communities
- Serve as team lead on resource curation related hard to count communities and the 2020 Census and implement courses in the web-based learning management system, Community Action Academy, based on the Moodle platform.
- Conduct training in the field on the US Census with a focus on providing accurate information to Community Action Agency staff to address concerns that hard to count individuals have about responding to the US Census. A special focus will be training for front-line staff who interface with customers by delivery messages based on research that can ally concerns with the goal of encouraging hard to count people and communities to respond to the US Census. Training would be provided at Community Action State Association and Regional conferences located across the United States. Multi-night, out of state travel required.
- Support management activities, including participating in budget development, grant reporting, and grant writing.
- Support, convene, and assist with facilitating the Partnership's 2020 Census Get Out the Count Workgroup.
- Lead the Partnership's 2020 Census digital organizing efforts.
- Respond to CAA, Association, and State CSBG Lead Agency T/TA requests on the US Census.
- Promote and communicate information regarding the US Census for local Community Action Agencies and State Associations via email, social media, E-Newsletters, and other channels.
- Participate in planning and training activities for the Partnership's Annual Convention in August 2019 and Management and Leadership Training Conference in January 2020 and lead the development and deployment of training sessions on the US Census at both event.
- Coordinate the network dissemination strategy for the project including web platforms, social media, and written publications.
- Establish and maintain working relationships with the US Census Bureau, The Census Project, and other hub organizations.
- Support research and content development related to new publications and serve as a member of the writing and editorial team. This includes toolkits (written and electronic), practice briefs, and case studies.
- Support and collaborate with Partnership colleagues on potential program development and policy advocacy for CAAs.

- Communicate and participate in meetings with national partners on national T/TA priorities and activities.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

May at times supervise staff and managers of others.

## **QUALIFICATIONS**

- At least 3-5 years' experience developing and providing direct training content, ideally for nonprofit organizations and for those that serve vulnerable populations. Experience working directly with Community Action Agencies preferred but not required. Experience with the US Census preferred but not required.
- Minimum four-year Bachelor of Arts of Sciences degree in business, public administration, social work, or a related field of study. Masters preferred.
- Knowledge and experience with the principles of program management, adult learning, and information dissemination.

### *Other Desired Qualifications*

- Demonstrated experience/expertise in:
  - Grants administration and fund accounting
  - Results-oriented management and accountability (ROMA) or comparable system
  - Project planning, budgeting, and management/administration.
  - Coalition or Learning Cluster management/staffing
  - Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Ability to build and grow mutually beneficial business relationships across industries and geographies.
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- CCAP (Certified Community Action Professional).
- ROMA certification

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight, out of state travel is required approximately 30% of the time.