

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

POSITION: Census Bilingual Coordinator (Temporary)
DEPARTMENT: Planning Department

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 06/01/2020

CLOSING DATE: 09/30/2020

SALARY RANGE: \$23.00 per hour

RESIDENCY REQUIREMENTS: NONE (MOUNT VERNON RESIDENTS STRONGLY ENCOURAGED TO APPLY)

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS:

The Bilingual Census Outreach Specialist will conduct community outreach to educate and encourage Mount Vernon residents, including immigrant communities, to complete the 2020 Census for their households. Under the direction of the Commissioner of the Department of Planning and Community Development, the Coordinator will be responsible for coordinating with city departments and the Mount Vernon Complete Count Committee (MVCCC) volunteers to implement the Initiative's partnership-building activities. He or she will work in a fast-paced, outcomes-driven environment interacting with City supervisors and staff, local elected officials, and community and business leaders to facilitate a complete and accurate 2020 Census count in Mount Vernon.

EXAMPLES OF WORK: (Illustrative only)

- Conduct outreach to a variety of community organizations, such as faith communities, retail stores, educational institutions, libraries, ethnic community-based organizations and other community hubs.
- Coordinate, publicize, and conduct informational sessions and events on the Census.
- Adhere to NYS and Westchester County COVID-19 health guidelines while conducting outreach and organizing events.
- Inform and educate individuals and groups about the importance of completing the Census, including immigrants and undocumented residents.
- Work with City staff on MVCCC meeting preparation/logistics and follow-up.
- Required to work some evenings and weekends, including Sunday.
- Coordinate with federal, State and regional organizations.
- Attend meetings, make presentations, conduct outreach and education activities including participating in events with a variety of interested stakeholders during and after regular work scheduled hours.
- Staff the MVCCC subcommittees; track the development of work plans and related progress of subcommittees formed under the purview of the MVCCC.
- Work with MVCCC designees to plan and organize City Census Working Groups, including venue selection, inviting key partners, scheduling, and overall logistics.
- Contribute to talking points, e-newsletters, social media, and informational collateral.
- Support community outreach and messaging by keeping the City's Census website content up to date.
- Maintain a centralized repository of information with data on how many individuals and organizations are contacted and given information.
- Develop a summary of process and lessons learned to inform the Census 2030 effort.
- Additional tasks as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Fluency in a foreign language – Spanish, Portuguese, and French Creole preferred. Extremely detail oriented, organized, and process based. Experience working in fast-paced work environments, on campaigns, and on teams. Cross cultural sensitivity with the ability and desire to work with people with limited English.

ACCEPTABLE TRAINING AND EXPERIENCE:

- Graduation from a regionally accredited college or university PLUS one year in facilitating civic and community engagement activities or customer service and retail sales. Work with constituents facilitating and promoting civic engagement through public speaking engagements with faith community, schools, community events or service organizations.
- Graduation from an accredited college with an Associate Degree PLUS two years of experience as stated in above; OR
- Graduation from high school or possession of an equivalency diploma issued by New York State Department of Education PLUS three years of the experience noted in BOTH requirements above.

ADDITIONAL INFORMATION:

- Possession of a valid motor vehicle operator's license is **REQUIRED**.
- This is an at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, fringe benefits or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.