



## U.S. CENSUS COMMUNITY OUTREACH SPECIALIST POSITION *(Temporary Contract Position)*

### **About JobTrain**

Located on the Menlo Park/East Palo Alto border, JobTrain is an accredited, private non-profit job-training school, which offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work.

### **About the Position**

The U.S. Census Community Outreach Specialist will work in unison with JobTrain's outreach & recruitment team, to identify and target community organizations, schools, and churches in the communities of East Palo Alto, and Menlo Park/Belle Haven, to organize informational presentations that focus on the importance of participating in the 2020 Census. Additionally, the Community Outreach Specialist will arrange informational tables at community events, as well as host information sessions and schedule online census application events at JobTrain. The Outreach Specialist will also follow-up with members of the targeted communities, to confirm greater participation.

The Community Outreach Specialist needs to have a high level of ability to effectively reach out and communicate the significance and importance of participating in the 2020 census. This position is a temporary contracted position estimated at dedicating between 30 to 40 hours per week.

- This is a contract position at JobTrain (9 months)
- The Outreach Specialist will report to the Outreach, Admissions, and Resource Center Manager.
- The Outreach Specialist's primary objective is to focus outreach in the East Palo Alto, and Menlo Park/Belle Haven communities.
- Enter outreach efforts and results into Salesforce.
- Attend monthly meetings and provide update reports.

### **Duties and Responsibilities:**

#### **Outreach**

- Become familiar with the breadth and scope of the U.S. Census and the importance of completing the census form.
- Be able to articulate and have exceptional public speaking abilities.
- Must have excellent people skills
- Research and identify organizations, agencies, and churches that work with targeted communities within East Palo Alto, and Menlo Park/Belle Haven.
- Identify and develop relationships with key organizations via visits and correspondence.
  
- Develop Informational presentations (use PowerPoint) and become acquainted with the informational collateral that will be presented to members of the community, organizations, and at special events; must be comfortable conducting presentations, speak to groups, and one-on-ones.
- Work together with the Outreach Manager to develop effective strategies and methods regarding outreach.
- Make recommendations for improving recruitment strategies and goals.
- Input data into Salesforce, such as leads, contacts, and interactions (training for this will be provided), and gather outreach data as required by San Mateo County.
- Attend community outreach events including school events, church invitations, special events – such as “Back to School Night”, neighborhood meetings, and host informational tables at community events.
- Willing to work evenings and weekends
- Other related duties as required.

## **Qualifications**

*Experience:* Experience working with outreach and/or marketing tasks, including recruitment and community awareness. Experience working at the community level and engaging with the general public.

*Education:* A bachelor's degree from an accredited college or university in education, counseling/psychology, social work, or other human services is preferred. An equivalent combination of education and experience may be substituted.

*Personality:* You are bright, eager, and tireless. You love to meet new people. Outgoing. You understand the population and demographic of people that we aim to serve, and are comfortable in that environment (ex: visiting homeless shelters).

*Other:* Excellent communication is essential for this role. Bilingual English/Spanish English/Tongan or English/Samoan preferred. You must have reliable transportation for outreach responsibilities.

## **How to Apply**

Interested candidates should email a résumé and cover letter to [info@jobtrainworks.org](mailto:info@jobtrainworks.org) with **Community Outreach Specialist Position** in the subject line. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**