

Sacramento Steps Forward Census & Community Outreach Coordinator

Job Title: Census & Community Outreach Coordinator
Department: CoC
Reports To: CoC Program Manager
Status: Full Time, Non-Exempt
Prepared Date: February 1, 2020

ABOUT SACRAMENTO STEPS FORWARD:

Sacramento Steps Forward (SSF) is a 501(c)(3) nonprofit organization committed to ending homelessness in our region through collaboration, innovation, and connecting people to services. Walking side-by-side with our partners, we seek to provide people experiencing homelessness with the support and services they need to find stability and long-term housing. SSF uses a collaborative, data-driven, outcomes-based approach to help ensure individuals and families experiencing homelessness have access to housing, employment, healthcare, education and other resources for economic stability and an improved quality of life.

Summary: The Census & Community Outreach Coordinator will be responsible for education, for the coordinating upcoming 2020 census to increase identification and participation of people experiencing homelessness in the Sacramento Region. These efforts will target the organizations clientele and will provide census education, outreach and assistance through scheduled presentations and multiple workshops to assist individuals. Additionally, the Coordinator will leverage Census engagement in the community in preparation for the 2021 Point-in-Time Count.

Essential Duties and Responsibilities:

- Assists in the development of all activities regarding the 2020 Census.
- Maintains contact and coordinates services and activities with the Census Bureau, private and non-profit organizations, associations, volunteers, and community groups.
- Assists the CoC Program Manager and the Housing Instability Sub-committee's communication and community empowerment teams in the composition of public information material to promote current, on-going and upcoming events, as well as monitors outgoing media, website and social media material.
- Plans and coordinates monthly Complete Count Committee meetings, coordinates support

staff to ensure the success of the meetings, and ensures all meetings, activities, and projects follow established laws, policies, and procedures

- Organizing and facilitating community stakeholder (CoC ad hoc Committee) meetings quarterly;
- Liaising to the Continuum of Care Board (elected and appointed leadership representing various stakeholders including service providers, city and county departments, faith based, and people with lived experience);
- Organizing and facilitation monthly Lived Experience Advisory Committee (LEAC).
- Attending and presenting information on homeless data, funding opportunities, policies, coordinated entry system, and best practices to monthly homeless coalition meetings.
- Develop working relationships with various stakeholders, community partners, and service providers in the development, evaluation, and enhancement of programming.
- Oversees, updates, and monitors a budget allocation for 2020 Census.
- Analyze technical information and reports.
- Other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree in urban planning, public administration, political science, business, public relations, communications or related field.
- Demonstrated experience in planning and conducting outreach, media campaigns, and community engagement; also, coordination or supervision of support staff and/or volunteers.
- Demonstrated management of complex projects, multi-lingual, multicultural, and municipal government experience preferred.
- Demonstrated experience with the understanding of and outreach toward marginalized and vulnerable populations
- Knowledge of the decennial U. S. Census, demographics, local government, project management, public relations or communication, community engagement or organizing,

and data collection and management.

- Develop and maintain culturally respectful and effective working relationships with City employees and its socioeconomically diverse community members.
- Regular, reliable and punctual attendance is an essential function of the job.
- Excellent writing skills to create and edit reports, correspondence, and other written materials.
- Must be willing to travel locally and work flexible/extended hours including weekends and evenings.

Additional Skills

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Knowledge of current database software, Internet software and Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy and scanner equipment, postage meter and telephone.

Certificates, Licenses, Registrations: A valid driver's license and proof of current insurance.

Physical and Emotional 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. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, and feel; reach with hands and arms; talk, hear, and drive to partner agencies. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 work environment is usually quiet.

- Workplace is a smoke and drug-free environment.
- Intermittent travel to off-site locations required.
- Position requires frequent and regular computer and phone use.
- This position requires attendance during regular business hours from 9:00 AM to 5:00 PM, Monday through Friday. Occasional night and weekend hours may be required.

COMPENSATION:

Salary is commensurate with experience. Comprehensive benefits package (with some employee contributions) includes medical, dental, vision and disability insurance.