



ABQ/BernCo Census Coordinator Job Description

Position Summary

The City of Albuquerque and Bernalillo County is in search of a Census Coordinator to advance and assist the important work of the Albuquerque/Bernalillo County 2020 Census Complete Count Committee by ensuring an accurate and thorough count of all persons in the Albuquerque/Bernalillo County area. This position will oversee the day-to-day planning, coordination, and execution of Census activities, to include: contracting, branding and messaging, and stakeholder engagement.

Primary Duties and Responsibilities

- Accountable for scheduling, drafting agendas, leading meetings, posting minutes, and overall staffing of the Albuquerque/Bernalillo County 2020 Census Complete Count Committee.
- Offer general project management and technical assistance to support the Committee in the planning, establishment, and completion of time lines and work plans.
- Create marketing collateral and media content by collaborating with the Committee and City/County staff.
- Function as a liaison to City and County resources.
- Offer regular updates to the Committee and City/County staff
- Provide mapping assistance and access to mapping resources to the Committee.
- Coordinate with the Statewide Census Complete Count Committee and the non-profit, early childhood, APS, university, faith-based, and tribal complete count committees, along with other complete count committees in the Albuquerque/Bernalillo County area.
- Function as a representative of the Committee at community events, with the media, Census Bureau, Complete Count Committee meetings, and with community organizations.
- Work with City and County staff to develop, execute, and ensure compliance with contracts for marketing, outreach services, and other Census needs.
- Work with County staff and contractors in completing monthly and quarterly reports to the state.
- Develop and arrange central coordination for outreach efforts, including geographic outreach assignments.
- Act as a liaison to Census Bureau representatives.
- Other duties consistent with effort to ensure a complete and accurate count of all persons in Albuquerque and Bernalillo County.

Preferred Qualifications

- Bachelor's Degree in a pertinent field of study (public policy, political science, statistics, or other social science)
- A general knowledge of existing Census geospatial resources
- Professional experience in project management, communications, and/or public relations for a minimum of four years.
- Exceptional verbal and written communication skills
- Flexible schedule allowing for occasional evening and weekend work
- Familiarity with GOTV/elections work
- Experience working with communities of color

Please send resumes and questions to Cathryn McGill at catmac60@gmail.com. **Deadline for application is 10/25/19.**