



Coachella Valley Housing Coalition

45-701 Monroe Street, Suite G, Plaza 1, Indio, CA 92201
TEL: (760) 347-3157 FAX: (760) 342-6466

Job Description Census Outreach Worker/Educator Department: Community Relations

Department: Community Relations
Report to: Resident Coordinator
Supervises: N/A
FLSA Classification: Non-exempt
Status: Temporary Part-time (6 positions open)
Hourly Wage: \$15.00 per hour/12 hours per week

Position Overview

The Outreach Worker/Educator will be responsible for assisting CVHC staff with outreach and education including door-to-door canvassing activities to engage 1,500 residents to participate in the Census 2020 Campaign.

Essential Duties & Responsibilities including but not limited to:

- Assist Resident Supervisor in conducting outreach and education activities to promote the Census 2020 Campaign to residents that in CVHC's apartment communities in Riverside County
- Attend and participate in monthly meetings and trainings for the Coachella Valley Roundtable as required by funder
- Conduct and facilitate educational presentations, speaking engagements and community forums to promote and increase the awareness of the Census Campaign
- Assist Resident Coordinator with the tracking of census data needed for the completion of summary reporting requirements to the Coachella Valley Roundtable
- Maintain the safekeeping of all Census Campaign records, report copies and inventory of all program supplies/materials
- Assist resident supervisor in identifying, selecting and scheduling meetings, vendor opportunities for community events in the targeted populations (African American, Latino, seniors and disabled)
- Track and collect sign-in sheets, meeting agendas, completed surveys, communication tools and other reporting data as required by funder
- Distribute flyers at CVHC apartment communities to promote the census and announce scheduled community forums
- Facilitate the collection of 1,500 signed pledge cards from CVHC residents throughout Riverside County
- Assist the resident supervisor, as needed, with the evaluation and follow-up activities

with the weekly data entry of contact information (pledge card data) into the AMPLIFY online system.

Job 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.

1. One-year experience conducting community engagement or outreach education activities is preferred, but not required;
2. Good organizational and communication/bilingual skills is required;
3. Ability to work well with diverse populations including interacting with the public, CVHC residents, CVHC staff and volunteers;
4. Knowledge of Microsoft Office applications and internet/social media skills required;
5. Travel throughout Riverside County is required; Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver's license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR's may be periodically collected.
6. Must pass a DOJ criminal background check and drug test.

CVHC is an equal-opportunity employer. Affirmative Action Employer