

Western Massachusetts Census Outreach Coordinator

MIRA Executive Director Eva A. Millona has been appointed by the Secretary of the Commonwealth to chair the Statewide Complete Count Committee ("SCCC"). Along with leading the SCCC and organizing and facilitating monthly meetings, the Chair convenes stakeholders at key points in the 2020 U.S. Census rollout, preparation and completion; works to build understanding and trust in the Census; engages partners in Census outreach; coordinates strategic messaging; and trains local Complete Count Committees and community groups representing "hard-to-count" populations.

In the MIRA's SCCC team, the SCCC Coordinator manages the day-to-day activities, represents the Chair at meetings and events across Massachusetts, and coordinates MIRA's Census outreach and organizing.

The Western Massachusetts Census Outreach Coordinator will conduct strategic outreach in Western Massachusetts to ensure that hard to count populations are part of the count. The Western MA Outreach Coordinator will report and work closely with the SCCC Coordinator. **Application deadline:** Rolling, with a target start date as soon as possible. This is a contract position through June 30, 2020.

Key responsibilities:

- Collaborate with the SCCC Coordinator in seeking a complete count in the Census, with a particular focus on Western Massachusetts.
- Identify, invite and organize the stakeholders reflecting and serving different "hard-to-count" populations in Western Massachusetts.
- Assist in convening elected officials, SCCC members, community groups, media and other stakeholders at key points in the Census rollout, preparation and completion, across Western MA.
- Execute strategic communications in close collaboration with the Director of Communications and the SCCC Coordinator.
- Train local CCCs and community groups representing "hard-to-count" populations on the importance of the Census, how to do outreach, and how to set up Census completion kiosks.
- Represent MIRA and the SCCC at CCC meetings and public events across Western Massachusetts to foster understanding and trust in the Census, answer questions, listen to and address community concerns, and engage new partners in Census outreach.
- Support the SCCC Coordinator with reporting tasks related to performance of these duties..

Strong candidates will have:

- Experience working with immigrant communities, as a community organizer, direct service provider, and/or policy advocate.
- Understanding of the importance of the Census and of key challenges in achieving a complete count.
- Organizational skills, including the ability to deliver on a detailed action plan.
- Ability to work independently and take initiative, and to manage multiple tasks under deadline pressure.

- Excellent oral communications and presentation skills, including the ability to engage with very different audiences, and strong writing skills.
- Proven ability to work well in teams.
- Excellent interpersonal skills, including a high level of cultural competency to be able to work effectively with highly diverse constituencies.
- Strong facilitation and teaching skills, including the ability to help others understand and grapple with complex social-justice issues.
- Working knowledge of at least one language spoken by Mass. immigrant communities (Spanish, Portuguese, Chinese, Vietnamese, Khmer, Haitian Creole, Arabic).

Requirements:

1. Bachelor's degree and 3 years' relevant work experience.
2. Experience working with diverse groups and communities;
3. Valid driver's license and ability to drive, as the job requires driving across Western Massachusetts; access to own car is required.

How to apply:

Submit a resume and cover letter. Applications will be considered on a rolling basis. **NO PHONE CALLS, please!**

The MIRA Coalition is an equal opportunity/affirmative action employer.