

Hiring Immediately: Census Outreach Team Leader

\$24 per hour

BrownMillerGroup is hiring Team Leaders to support New York City's Get Out the Count campaign to increase self-response to the 2020 Census.

Job Description

Team leaders will manage teams of canvassers as they work individually to talk with residents of designated neighborhoods to encourage self-response to the 2020 U.S. Census to ensure that everyone is counted.

Successful applicants will be engaging, outgoing, and creative individuals who are goal-oriented, self-motivated, and able to think on their feet.

Shifts will be 8 hours and includes the full length of the canvass shift, opening and closing out canvass. Any data entry and admin will be done during this shift.

Team Leaders will:

- Assist in training,
- Directly supervise,
- Perform quality control, and
- Provide ongoing training to Canvassers
- Meet reporting requirements and accountability guidelines

Qualifications

The following experience and qualifications will lead to success:

- The ability to develop team members and create a team environment
- Mastery of personnel contact relationship manager programs
- Mastery of basic office programs including the Microsoft office suite, Excel in particular, and file share programs
- Excellent written and oral communication skills
- Excellent time management and task organizing skills
- The ability to solve problems
- The ability to self-assess
- The ability to lead and to develop staff
- Self-motivation and the commitment to see a task through regardless
- Speakers of a second language, especially Spanish, Yiddish, Russian, Punjabi, Bangla, and Kreyol, are strongly encouraged to apply.

Responsibilities Will Include

- Recruiting, hiring, training and managing paid canvassers and support staff
- Managing and tracking all facets of personnel relationships including development, performance assessment, payroll and databasing

- Tracking and reporting progress to goal in real time
- Executing and bottom-lining quality control mechanisms
- Delivering program assessments and recommending strategic or tactical adjustments in real time

To Apply

Email your resume and cover letter to Info@BrownMillerGroup.com with the subject line “Census Team Leader”

This job opportunity is not affiliated with the U.S. Census Bureau