

Census Outreach Worker

AgeGuide is seeking two (2) part-time Census Outreach Workers to help with the execution of a Comprehensive **2020Census awareness and outreach campaign** specifically targeting the older adult population in our region. The Outreach worker will be expected to devote 10-1 hours per week to the project through June 2020.

AgeGuide is the Area Agency on Aging for Northeastern Illinois, covering 8 counties (DuPage, Lake, McHenry, Grundy, Kane, Kankakee, Kendall, Will). We empower older adults to remain independent, connected and to age well. We do that through our advocacy and coordination of life changing resources such as meals, transportation, caregiver and family support.

Part-Time - Temporary; \$15.00/hour. Hourly rate commensurate with experience

Important: Applicants should follow the instructions in the HOW TO APPLY section of this job announcement to be considered for this position. **

ESSENTIAL RESPONSIBILITIES

- Schedule, coordinate and support Census events and meetings;
- Travel to events and engage with community members and leaders independently;
- Assist in coordinating production and delivery of marketing and display materials, coordinating approval process among key staff;
- Contact funded providers and partners to gather data on their outreach efforts and enter data as needed;
- Track and enter outreach activity;
- Maintain lists of community events, hours and locations to update on website and in communications;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Reliable transportation is necessary.
- Strong verbal, written and research skills.
- Strong interpersonal and demonstrated organizational skills.
- Able to initiate contact with older adults, social service providers, community leaders, and government officials.
- A willingness to learn new skills and be a team player.
- Able to sit, walk, stoop and stand intermittently.
- Able to reach overhead, grasp, push and pull objects such as files and file cabinet drawers.
- Able to carry, lift, raise or lower objects (10-25 lbs.)
- Knowledge of Microsoft Office Suite is required.

MINIMUM EDUCATION AND EXPERIENCE

- Recent graduate of a Bachelor's or Master's program.
- Preferred candidates will have a major in Urban Planning, Communications/Marketing, Geography, Public Policy, Sociology, Psychology, Social Work, Human Services or a related field.
- Two years of experience in events planning or campaign management may be substituted for the minimum education.

HOW TO APPLY

Qualified individuals must email a **cover letter and resume**. Please specify **“Census 2020 Outreach Worker”** in the subject line of your email.

Your cover letter should specifically address your qualifications relevant to this position and must also include your response to the following questions: ***“Why do you feel you are the ideal candidate for this position?”***

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BENEFITS: Not included.

AGEGUIDE IS AN EQUAL OPPORTUNITY EMPLOYER

We are committed to maintaining a diverse and inclusive environment. We welcome all applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical and mental disability or any other protected class.

Job Type: Temporary/Part Time

Salary: \$15.00 /hour

Deadline: Apply by January 10th, 2020 by email to Jeri Colucy at jcolucy@ageguide.org.

Location: Lombard, IL