U.S. CENSUS
COMMUNITY OUTREACH SPECIALIST POSTION

About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is an accredited, private non-profit job-training school, which offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work.

The U.S. Census Community Outreach Specialist will work in unison with JobTrain's outreach & recruitment team, to identify and target community organizations, schools, and churches in the communities of East Palo Alto and the Menlo Park/Belle Haven, to organize informational presentations that focus on the importance of participating in the 2020 Census. Additionally, the Community Outreach Specialist will arrange informational tables at community events, as well as host information sessions and schedule online census application events at JobTrain. The Outreach Specialist will also follow-up with members of the targeted communities, to confirm greater participation.

The Community Outreach Specialist needs to have a high level of ability to effectively reach out and communicate the significates and importance of participating in the 2020 census.

About the Position:

- This is a contract position at JobTrain (9 months)
- The Outreach Specialist will report to the Outreach, Admissions, and Resource Center Manager.
- The Outreach Specialist's primary objective is to focus outreach in the East Palo Alto and Menlo Park/Belle Haven communities.
- Enter outreach efforts and results into Salesforce.
- Attend monthly meeting and provide update reports.

Duties and Responsibilities:

Outreach

- Become familiar with the breath and scope of the U.S. Census and why is it important to participate in completing the census form.
- Be able to articulate and have exceptional public speaking abilities.
- Must have excellent people skills
- Research and target organizations, agencies, and churches that work with targeted communities within East Palo Alto and Menlo Park/Belle Haven. Identify and develop relationships with identified organizations via visits and correspondence.

- Develop Informational presentations and informational collateral to identified organizations; must be comfortable speaking to groups.
- Work together with the Outreach Manager to develop effective strategies and methods regarding outreach.
- Make recommendations for improving recruitment strategies and goals.
- Input data into Salesforce, such as leads, contacts, and interactions (training for this will be provided).
- Attend community outreach events including school events – such as “Back to School Night”, neighborhood meetings, and host informational tables at community events.
- Willing to work evenings and weekends
- Other related duties as required.

Qualifications

Experience: Experience working with outreach and/or marketing tasks, including recruitment and community awareness. Experience working at the community level and engaging with the general public.

Education: A bachelor’s degree from an accredited college or university in education, counseling/psychology, social work, or other human services is preferred. An equivalent combination of education and experience may be substituted.

Personality: You are bright, eager, and tireless. You love to meet new people. You understand the population and demographic of people that we aim to serve, and are comfortable in that environment (ex: visiting homeless shelters).

Other: Excellent communication is essential for this role. Bilingual English/Spanish preferred. You must have reliable transportation for outreach responsibilities.

How to Apply

Interested candidates should email a résumé and cover letter to info@jobtrainworks.org with **Outreach Specialist Position** in the subject line. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**