Job Title: Community Outreach Census 2020 Canvasser (Multiple Positions Open)
Reports to: Program Manager/Coordinator
FLSA Status: Non-Exempt
Status: Part Time – Seasonal January through June 2020 – Must be at least 18 years old
Location: 3 Offices
1922 N. Pulaski, Chicago, IL 60639
1915 S. Blue Island, Chicago, IL 60608
9010 S. Commercial, Chicago, IL 60617
Schedule: Monday through Sunday

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Summary:
SCH’s mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has three locations to serve the North and South sides of Chicago and serves over 10,000 clients per year with a current budget of $2.5 million and a healthy financial position. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:
As a Community Outreach Census 2020 Canvasser you will do outreach efforts targeting diverse populations in Chicago’s historically low census responding neighborhoods including, Belmont-Cragin, Hermosa, Pilsen, South Chicago. Reporting to Spanish Coalition for Housing’s Program Manager, the Community Outreach Census 2020 Canvasser’s basic job functions are to attend outreach events, develop partnerships, complete census forms and promote the Census and Spanish Coalition for Housing.

Responsibilities:
- The Community Outreach Census 2020 Canvasser will be developing partnerships with neighborhood community organizations to promote the 2020 Census.
- Attend outreach events and host a table at either senior homes, grocery stores, libraries, etc. to collect pledge cards from the general public.
- Canvassing/walking, door knocking to assigned areas that have historically low census response, and questionnaire assistance.
• Phone banking calls and or text messages to households to inform about the importance of the Census and to address any questions the household may have including where to seek questionnaire assistance.
• Use automated devices (e.g. smartphones, laptop computers, tablets) to conduct job activities.
• Review assigned work to locate households for verifying addresses and/or conducting interviews.
• Conduct interviews with residents in assigned areas by following stringent guidelines and confidentiality laws. Explain the purpose of the census interview, answer respondent’s questions, collect information following a script, and record census data using devices and/or paper forms.
• Update and validate address lists and maps.
• Follow procedures to conduct accurate work while maintaining acceptable production rates and documentation for pledge cards, census forms, and other required activities.
• Maintain and submit records of hours worked, miles driven, and expenses incurred in the performance of duties.
• Meet/talk with supervisor, as necessary, to review procedures, report issues or concerns, and receive additional instructions.
• Coordination with census intermediary and SCH marketing department.
• Coordination of social media posts.
• Attending trainings and meetings with census groups.
• Promoting SCH as a trusted advisor.
• The canvasser must wear the Spanish Coalition for Housing assigned shirt
• Other duties as assigned.

Qualifications:
• Must be 18 years or older.
• High School Degree or equivalent experience working in a related field required.
• Proficiency in English and Spanish or another language based on target community needs required.
• Presentation skills and effective communications skills required.
• Vehicle, valid driver’s license and insurance highly preferred.
• Excellent organizational and communication skills; professionalism; ability to multi-task and pay close attention to detail; knowledge of Microsoft Office Suite.

Compensation:
Compensation is $13.00 to $17.00 per hour. Part time.

Physical Demands and Work Environment:
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
• Work place is a smoke and drug free environment.
SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

**To Apply:**

Submit cover letter, resume, and three professional references to:

Jennifer Singletary via email to jsingletary@sc4housing.org.

Please put your last name, first name in the Re: subject line and also indicate where you learned of the open position in your email. Position begins immediately. No phone calls please.