

**Position Title:** Census Equity Manager

**Reports To:** Political Director & APANO Census Team

**Duration:** Project-based, dependent on Census 2020 programming (estimated September 2020) with potential for permanent position after project duration

**Hours:** 1.0 Full-Time Equivalent

**Compensation:** \$45,000 to \$58,565 DOE, plus benefits: 90% employer-paid medical, dental, vision and naturopathic health insurance, 401K plan with employer contribution, transit subsidy, data plan credit, paid time off starting at three weeks per year, seven paid holidays annually. This position requires nights and weekend work hours.

*Consideration of candidates will begin immediately after posting and continue until the position is filled.*

### **Organization Description:**

APANO (The Asian Pacific American Network of Oregon) is a statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization, affiliated with APANO Communities United Fund 501c3 organization, to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us.

### **Census 2020 Description:**

The decennial census is a constitutionally mandated count of all residents of the United States, including immigrants (documented and undocumented), refugees, and Tribal members, and dictates State and federal funding allocation and congressional representation. Many key safety net programs are funded via the census data including SNAP, school lunches, section 8 housing, Head Start, Pell grants, short-term rental assistance, medical assistance programs, and more. According to the Census Bureau, Oregon's population has grown by 8.1 percent since 2010. If the current population estimates hold, Oregon stands to gain increased federal assistance and an additional congressional seat in if we are able to achieve an accurate count.

### **Position Description:**

The Census Equity Manager is responsible for coordinating and supporting our Census Team (comprised of Political Director, Associate Director, Executive Director, Advocacy Director, Manager of Strategic Initiatives, and Field Team) the execution of APANO's Census 2020 Hard to Count (HTC) #WeCountOregon Campaign Plan. The Census Equity Manager (CEM) will serve as the primary liaison and full-time staff between #WeCountOregon campaign and APANO. The CEM will hire, lead and support a paid team of canvassers to ensure that APANO meets its contact goals. The CEM will participate in daily field-team calls to share and learn from other partner organizations and the campaign. Additionally, the CEM will conduct training, coordinate volunteer participation, execute events, serve as a campaign spokesperson and represent the campaign with community partners, governmental partners, and other stakeholders. They will report directly to the Political Director during the project duration (September 2019-September 2020) and will have future supervisory responsibilities.

### **Primary Responsibilities:**

#### Staff and Program Management (60%)

- Lead internal Census Team, responsible for collaborating and refining the Census Campaign plan, staffing Directors as they engage with important statewide Census coalition partners and government officials; Leading staff development training for Census 2020 education and programming
- Managing the organization's role and presence on key coalitions and synchronizing partner campaigns with APANO work
- Serve as the primary liaison between APANO and the #WeCountOregon campaign
- Develop and execute APANO partner plan, systems, and processes required for a successful field campaign.
- Conduct a hiring event and canvasser training to ensure paid team are prepared and ready to launch canvassing efforts
- Represent the campaign with stakeholders including Partner staff, community members, and media

### Fiscal and Administrative Management (25%)

- Managing grant funds, deliverables, and evaluation from the Census Equity Fund
- Managing potential regrant funds to community partners under the APANO HTC Campaign plan
- Conduct nightly reporting on field and work with Field Director

### Volunteer Engagement (15%)

- Represent the campaign with stakeholders including Partner staff, community members, and media
- Coordinate and align field efforts with #WeCountOregon communications, data, and training needs to ensure that campaign goals are met
- Conduct training and workshops for partner staff, community members, elected officials, governmental agencies, and organizational allies

### **Required Trainings & Support**

- Participate in The Cascade Society campaign training from October 14-18th
- Participate in and provide Census 101 training, AMBassador Training, Text-to-Count training, Pledge-to-Count training, Spokesperson training, etc.
- Participate in VAN (Voter Activation Network), Hustle, Autodialer and other technical trainings

### **Required Qualifications:**

- Demonstrated commitment to racial and gender equity; record of success working with communities of color, low-income folks, LGBTQIA individuals, and other historically marginalized communities
- Familiarity with canvassing or campaigns; apps and online technology
- Strong project management experience
- Ability to think strategically and prioritize
- Ability to understand, interpret, and explain complex material
- Ability to establish and maintain effective working relationships in a team environment

### **The following are a plus, but not requirements:**

- Asian and/or Pacific Islander language proficiency
- Familiarity with Census 2020 and Hard to Count Communities
- Experience in social media and digital organizing

### **Travel Required**

In-state travel is required for this position. Must possess a valid driver license and provide proof of insurance if using own vehicle, or if renting, must be insurable. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per APANO policy.

### **How to Apply:**

Only complete applications submitted by September 16, 2019, at 5:00 PM Pacific Time will initially be considered. Applications should be emailed as a single attached document (PDF preferred) to [jobs@apano.org](mailto:jobs@apano.org) with subject title "Census Equity Manager".

Complete applications include:

- Cover letter (1-page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (1 page max) with relevant experience, work history, education, and accomplishments
- [If advanced to finalist stage] 2 references, with contact information, and your relationship to the reference

For more information, please email [jobs@apano.org](mailto:jobs@apano.org).

*APANO and APANO Communities United Fund are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification. APANO and APANO Communities United Fund encourages applications from women, people of color, LGBTQ people, and other minority groups.*