

**POSITION TITLE:** Census Outreach Associate

**ACCOUNTABLE TO:** Chief Program Officer

**GENERAL DESCRIPTION:** Responsible for assisting in activities involving the dissemination of 2020 Census information and creating awareness. Works jointly with the programs team to assure the 2020 Census information is reaching partner agencies and clients.

**RESPONSIBILITIES:**

- Assists with the operations of the 2020 Census Outreach Program
- Assist in the distribution of information at various sites throughout the Rio Grande Valley
- Will travel through-out the valley visiting partner agencies and engaging in promoting the 2020 Census
- Will work jointly with the Programs Team to increase knowledge and awareness about the 2020 Census
- Will assist with the process of participants for the 2020 Census
- Maintains records according to Census Outreach Program policies and procedures.
- Contributes to team effort by accomplishing related results as needed
- Evaluates existing procedures & recommends improvements to the Chief Program Officer
- Performs additional duties as assigned by the Chief Program Officer

**QUALIFICATIONS:**

- Bilingual English/Spanish
- Highly energetic and friendly
- Ability to speak in front of an audience
- Must have reliable transportation.
- Valid Texas Driver's License
- Must be able to travel on a daily basis.
- Strong communication skills.
- Good organizational skills.
- High School Diploma or equivalent.
- Basic computer knowledge
- Ability to work cooperatively with other staff and volunteers
- Ability to present a professional demeanor under a variety of conditions
- Ability to lift 20 pounds

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

The Food Bank of the Rio Grande Valley, Inc. provides equal employment opportunity without regard to race, color, sex, religion, national origin, political belief, age or disability. The Food Bank RGV conforms to all applicable federal and state laws, rules, guidelines and regulations and provides equal employment opportunity in all employment and employee relations.

The Food Bank RGV assures that all applicants for employment and all Food Bank RGV employees are given equal consideration based solely on job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and

**fringe benefits. The Food Bank RGV reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with this policy.**

**The Food Bank RGV takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and inform the Food Bank RGV employees of their rights in regard to equal employment.**

**The Food Bank RGV requires its personnel to act in conformity with the principles outlined in this statement through strict adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory statement. The Food Bank RGV recruits, hires, trains and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, political belief, age or disability status. The Food Bank RGV takes positive steps to eliminate any discrimination from its personnel practices, and creates an environment that encourages equal opportunity for all of its employees.**

**The Food Bank RGV distributes information regarding equal employment opportunity through the employee handbook and various publications. Equal Employment Opportunity related complaints may be made to your supervisor or Department Director.**

This is a Part Time, Temporary Position  
25 hours per week  
\$11.24 Per Hour  
Mileage reimbursement  
Flexible hours  
Starting immediately  
Program will run until August 31, 2020