

## **Center for Independence of the Disabled, New York (CIDNY)**

### **Census Complete Count Fund: Census Manager Center for Independence of the Disabled, NY (CIDNY)**

The Center for Independence of the Disabled in New York (CIDNY) is a leading organization promoting the full inclusion of people with disabilities in New York City. Founded in 1978, we now serve more than 50,000 individuals with one-on-one assistance.

We advance the civil rights of people with disabilities, organize for change, and develop new leaders. We educate people with disabilities about their rights and the public about disability literacy to reduce stigma. We help people with disabilities develop their own road map to meet the goals they have identified to better their lives. We offer benefits advisement, enrollment, navigational assistance and problem-solving help related to housing, health, food, transportation and other services. We help individuals in transitioning home from institutions and youth transitioning to adult life. We are a disability-led organization, the majority of our Board and staff are people with disabilities.

### **About the Census Complete Count Fund**

The United States Constitution requires a population count—or census—every 10 years. The census determines every state's proportional representation in Congress as well as its share of federal funds for health care, education, housing, economic development, social services, roads, transportation, and more. People with disabilities have typically been undercounted in the Census which means that our need for and right to resources may not be recognized.

To support a fair and complete count, CIDNY is working in partnership with the City University of New York (CUNY), Mayor de Blasio's NYC Census 2020 office, and the New York City Council to mobilize New Yorkers to self-respond to the 2020 census.

CIDNY is seeking a qualified candidate for the role of Census Manager. In collaboration with NYC Census 2020, the Census Manager will oversee CIDNY's census engagement and outreach plan to educate community members about the significance of the census and the importance of census self-response; identify and dismantle barriers to census participation; and connect New Yorkers to the tools and resources they need to participate in the 2020 census.

### **Responsibilities:**

Working under the leadership of CIDNY's Director of Education, the Census Manager will:

- Serve as the point of contact to coordinate with NYC Census 2020 and oversee CIDNY's census engagement and outreach plan;

- Track census engagement activities using both qualitative and quantitative methods and report to NYC Census 2020;
- Ensure that CIDNY's census engagement team adheres to all data security and privacy protocols around census engagement;
- Manage census team supervision and outreach;
- Work with CIDNY outreach coordinators and other staff to meet deliverables;
- Supervise volunteer recruitment and training.

**Qualifications:**

- Experience in community engagement, campaign work, or other forms of direct outreach;
- Strong leadership, interpersonal, and relationship management skills;
- Excellent communication, project management, and multi-tasking skills;
- Experience with data management and reporting;
- Demonstrated cultural competence with respect to disability issues is a plus.
- Understanding of New York City's diversity and experience working with people of diverse backgrounds;
- Proficiency in use of technology such as laptop computers and tablets;
- Proficiency in written and spoken Spanish or Chinese or American Sign Language is helpful.

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information, and testing, family and medical leave, sexual orientation, and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**HOW TO APPLY**

Please send a thoughtful cover letter and resume to Margi Trapani at [mtrapani@cidny.org](mailto:mtrapani@cidny.org). Do not send your letter and resume by fax. Please use the job title as email header.

**NO PHONE CALLS PLEASE!**