

---

# ACNJ Census 2020 Coalition Project Organizer Job Description



September 2019

---

Advocates for Children of New Jersey (ACNJ) is the trusted, independent voice putting children's needs first for more than 30 years. Our work results in better laws and policies, more effective funding and stronger services for children and families, giving every child the chance to grow up safe, healthy and educated. Our mission is to give voice to the needs of children by educating and engaging state leaders and informing the public through research, policy and legal analysis and strategic communications.

### **Position Summary:**

ACNJ is seeking a full-time Project Organizer to lead a one-year special project for our organization. The project seeks to build a strong coalition across New Jersey (Census 2020 NJ Coalition) to ensure a complete count of underrepresented communities in the 2020 Census, with a special focus on children under age 5.

The 2020 Census will seek to count nearly 400 million people, requiring cooperation among federal, state, and local governments, community-based organizations, private sector and philanthropy. Census data is used to apportion congressional representation and design congressional, state and local legislative districts. Census data shapes the distribution of \$700 billion in annual federal allocations to states and localities, including funding for Head Start programs, public assistance, Medicaid, school lunch programs, Section 8 housing, and critical infrastructure such as public transit, hospitals, libraries and schools. In New Jersey, the annual distribution of \$22.7 billion for federal programs depends on data derived from the census. If our residents go uncounted, it will inhibit both equal access to resources and equal political representation for New Jerseyans. New Jersey is an extremely diverse state, with high numbers of hard-to-count communities such as: racial and ethnic minorities, children under age 5, urban and rural low-income households, limited-English-proficient immigrants, mixed-status families, homeless people, and LGBTQ communities.

In partnership with other members of the Census 2020 NJ Coalition, a statewide coalition of nonprofits with the goal of an accurate 2020 Census count, ACNJ plans to address this challenge through coordinated outreach in hard-to-count communities. With its existing network of partners at the municipal and local levels, ACNJ will engage hundreds of community-based and nonprofit organizations to participate in Census outreach to their members and communities.

---

Giving Every Child A Chance

The Project Organizer will be the point person for the outreach.

**Essential Functions (to include, but not limited to):**

- Identify organizations who should be part of local Complete Count Committees (CCCs) in specific hard-to-count communities across the state, build relationships with those organizations, and engage municipal leaders to ensure participation;
- Educate local community organizations, nonprofits, early childhood care providers, municipal governments, health care organizations and other groups through in-person presentations and distribution of materials;
- Perform train-the-trainer sessions for local community-based organizations to build network of Census ambassadors throughout the state;
- Collect dates and locations of Census-related events and activities of CCCs throughout the state and update calendar;
- Develop and compile toolkits for different audiences on Census, especially early childhood groups, based on national resources;
- Provide technical assistance to local community-based organizations with questions about Census organizing;
- Hold one-on-one meetings with local CCCs and community organizations in the New Jersey; and
- Work closely with organizers from other Coalition members to coordinate outreach to local groups.

**Qualifications Required:**

- Minimum three years' experience in program management, community organizing, or other professional community leadership role
- Experience with census outreach strategy or relevant experience in a related field (e.g., voter engagement or issue campaign organizing)
- Experience coordinating coalitions
- Access to car and ability to attend meetings statewide
- Knowledge of and network of relationships in New Jersey
- Evidence of ability to work with diverse religious, racial, and geographic communities
- Driven, self-disciplined and flexible; able to work independently and on a team
- Group development skills; experience nurturing, managing, and guiding teams of people successfully toward shared goals
- Effective interpersonal and relational skills; self-reflective
- Able to prioritize and set goals and to design work plans

**Other Possible Qualifications:**

- More than five years of impactful community organizing
- Fluency in Spanish strongly preferred, in both oral and written communication
- B.A. or Master's degree

**Compensation and Benefits:**

---

# ACNJ Census 2020 Coalition Project Organizer Job Description



September 2019

---

- This is a full-time, exempt position that reports to senior staff. This position is currently funded for a one-year program with a possibility of extended funding through the end of 2020.
- The job includes regular evening work and some weekend work.
- Salary is very competitive and based on experience.
- Benefits include a comprehensive health plan.

To be considered for employment, candidate must possess a valid Driver's License, current automobile insurance, and consistent and reliable transportation. Interested applicants should email their cover letters and resumes to Mary Coogan at [mcoogan@acnj.org](mailto:mcoogan@acnj.org).

Advocates for Children of New Jersey is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

---

Giving Every Child A Chance