



Illinois Coalition for Immigrant and Refugee Rights
Position Announcement

Title: Census 2020 Director

Agency and position description: The Illinois Coalition for Immigrant & Refugee Rights (ICIRR) is a coalition of more than 138 member organizations that works through its membership (community organizations, labor unions, religious institutions, social service agencies, ethnic associations, etc.) to build power and advance a pro-immigrant platform at local, state, and national levels. ICIRR is seeking a Census 2020 Director; someone who will lead our efforts to build immigrant power in Illinois by helping to ensure a complete and accurate count of Hard-to-Count (HTC) communities in the decennial 2020 census.

ICIRR provides our members with organizing and advocacy strategy, training and technical assistance on issues that affect their respective immigrant constituents, and up-to-date information and policy analysis on immigrant- and refugee-related issues. ICIRR ensures the effectiveness of our member organizations by providing ongoing leadership development opportunities, promoting citizenship and civic participation, monitoring and analyzing immigrant-related laws and policies, forming cross ethnic alliances, and informing the general public about the positive contributions of newcomers to Illinois and the U.S. ICIRR is a justice organization serving vulnerable immigrant communities; excellence and active involvement in pursuit of ICIRR's overall mission are expected of all employees.

We have a strong team with a diverse range of skills and an even more diverse range of nationalities and life experiences. As a justice mission-driven organization, we hold ourselves to high standards, and we take our work very seriously. We know that if we do our jobs well, people from our communities will suffer less and have more opportunity to build the kind of lives they want for their families. The Census 2020 Director plays a key role in shaping the work of the coalition and maintaining this culture of hard work and commitment to justice.

The ICIRR Census 2020 Director provides organizations partnering with ICIRR with useful skills to exercise their political power. Most partners will be engaging in a nonpartisan Get Out the Count coordinated effort that will increase immigrant civic engagement and ultimately move politics statewide. They will use community education, canvassing, and questionnaire assistance, in coordinated effort to ensure strong participation rates by immigrants, other HTC groups, and other households.

Established to empower immigrant communities to be forces of change, the Census 2020 program will train staff and volunteers of partners in details of how the decennial process works, the roles to be filled by their organizations, issues and messaging specific to immigrant and refugee communities, and oversees affiliate and internal implementation and reporting, including monitoring of partners' programmatic and financial reporting. The Census 2020 Director will lead a staff team to strategically develop and provide ongoing training and technical assistance to affiliates, create or adapt and disseminate census communications, monitor and troubleshoot any partner reporting problems, support shared learning, and document and evaluate the program.

ICIRR is looking for a high energy, self-motivated, creative, positive attitude and quick to action Census 2020 Director. The Census 2020 Director reports to the Executive Director.

SUMMARY OF POSITION:

The Census 2020 Director will work with the Senior Director of Programs and Director of Program, Director of Public Affairs, Director of Finance and Administration, the Executive Director, and an independent consultant to develop and lead the 2020 census program. This person is responsible for recruiting and training program staff who will be charged with program implementation, training, outreach, monitoring, reporting, and convening partner organizations.

RESPONSIBILITIES

Responsibilities:

1. Strategy:

- Work with the ICIRR staff census team to further develop the census plan and goals that are integrated into the larger organizational agenda and plan and that make the most of resources, especially in relation to other IDHS-funded Regional Intermediaries;
- Anticipate and define strategies for responding to disinformation and misinformation in immigrant communities;
- Assist local groups in executing their plans for census outreach, canvassing, and questionnaire assistance;
- Work with the Public Affairs Director and communications contractor to develop and produce multilingual, culturally competent census educational and motivational materials and messaging;
- Work with Organizing Director on coordinated community organizing events;
- Work with the Policy Director to begin planning how ICIRR will be involved in redistricting policy;
- Create and implement a plan for documenting and evaluating the census project;
- Elicit feedback from partner organizations about how ICIRR can be most helpful and devise responses to support their census work;
- Ensure that all formal (IDHS subrecipient) and informal census partners are engaged and supported.

2. Management:

- Recruit, hire, train, and supervise program staff necessary for the 2020 census project;
- Ensure that subrecipient program and financial reporting is accurate and complete, and that Census 2020 Coordinators are prepared to provide troubleshooting assistance as needed;
- Ensure that the interests of immigrants and refugees in the 2020 census are highlighted and represented across all local census efforts;
- Ensure that all funding requirements are met;
- Regularly monitor and report organizational progress toward census project goals, and produce project wrap-up reports.

3. Training, technical assistance, and communications

- Quickly develop a working knowledge of the 2020 decennial census process, roles, and available resources, and of ICIRR's reporting system;
- Work with Census 2020 Coordinators to train them and develop training and technical assistance for subrecipient partners;

- Work with Programs Department Coordinators to develop training and ongoing technical assistance for subrecipients' reporting using the Salesforce platform
- Represent ICIRR in public and funder events related to the 2020 census and the interests of immigrant communities' power and participation.

II. Qualifications:

- ✓ Significant work experience in community and political organizing, with some formal training preferred
- ✓ Experience engaging in community outreach and community education, including leadership development
- ✓ Experience with developing and implementing programming
- ✓ Bilingual language capacity strongly preferred, especially Spanish
- ✓ Able to work well with others in a highly challenging and rewarding work environment, the ability to take the initiative, a willingness to learn, and a general desire to empower others
- ✓ Detail oriented with the ability to juggle many different tasks simultaneously and complete them in a timely manner
- ✓ Experience working effectively with diverse constituencies with differing interests and needs
- ✓ Experience and comfort in public speaking
- ✓ Experience in training groups of people
- ✓ Some knowledge and awareness of immigration law and policies, and experience working with immigrants and/or refugees; knowledge of the decennial census process helpful
- ✓ Excellent interpersonal, writing, speaking and organizational skills
- ✓ Proficiency in Microsoft Office and ability to create training materials; proficiency in SalesForce and Excel helpful
- ✓ Valid driver's license and access to car

SALARY

Salary: Commensurate with experience and qualifications. This position is short-term and will close on July 30, 2020.

To Apply:

Qualified applicants should submit their cover letter, resume and three professional references to:

jobs@icirr.org. Please include "Census 2020 Director" in the subject. Our goal is to fill this position ASAP.

No phone calls, please.

ICIRR is an Affirmative Action/Equal Opportunity Employer