Job Title: NYC Census 2020 Community Engagement and Partnerships College Aide - 404617

Compensation: Undergraduate hourly rate: $15.50-$17.30, Graduate hourly rate: $16-$19.90

Description
College Aide Undergraduate and graduate College Aides who join the NYC Census 2020 team will assist the office in increasing New York City's census self-response rate by promoting Census 2020 in NYC communities across the five boroughs.

Schedule: 15-17.5 hours per week from September 23 through December 13 (Potentially flexible; a 12-week commitment is highly preferred)

Mayor Bill de Blasio established NYC Census 2020, an office dedicated to ensuring that every New Yorker is counted in the 2020 Census. Achieving full participation in the census is critical to ensuring that New York City is granted its fair share of political representation at the most local level, as well as in Albany and in Washington, and to ensuring that the City is granted its fair share of more than $650 billion in federal funding for housing, education, healthcare, and more.

Given New York City's historical undercount in previous Censuses, the City of New York is investing significant resources to encourage full participation in the 2020 Census. The City is particularly focused on increasing participation in its historically undercounted communities, especially communities of color and immigrant communities.

NYC Census 2020 is seeking exceptionally qualified candidates for College Aide. College Aides will play a key role in supporting the team to increase census awareness and participation, particularly in harder-to-count communities. Speakers of non-English languages are particularly welcome. College Aide Responsibilities Reporting to the Deputy Director of Community Engagement and Partnerships, the College Aide will:

- Represent NYC Census 2020 at community sites to distribute flyers and other collateral;
- Help organize Census events/forums;
- Identify community events in historically undercounted priority locations for October 2019-March 2020;
- Build a list of Special Population validators that include: LGBTQ, Veterans, Seniors, and Disabled
- populations;
- Assist with reviewing and updating all existing lists, including NYCHA TAs, schools in historically
- undercounted areas, precinct community councils, faith-based communities, etc.;
- Serve as a point of contact for Census Field & Outreach Teams' office supplies. Minimum

Minimum Qual Requirements

- For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
- For Assignment Level II (Information Technology): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a

specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

- For Assignment Level III (Information Technology Fellow): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

Job Title: NYC Census 2020 Communications College Aide - 404622

Compensation: Undergraduate hourly rate: $15.50-$17.30, Graduate hourly rate: $16-$19.90

Description:
College Aide Undergraduate and graduate College Aides who join the NYC Census 2020 team will assist the office in increasing New York City's census self-response rate by promoting Census 2020 in NYC communities across the five boroughs.

Schedule: 15-17.5 hours per week from September 23 through December 13 (Potentially flexible; a 12-week commitment is highly preferred)

About New York City Office of the Census In 2019, Mayor Bill de Blasio established NYC Census 2020, an office dedicated to ensuring that every New Yorker is counted in the 2020 Census. Achieving full participation in the census is critical to ensuring that New York City is granted its fair share of political representation at the most local level, as well as in Albany and in Washington, and to ensuring that the City is granted its fair share of more than $650 billion in federal funding for housing, education, healthcare, and more.

Given New York City's historical undercount in previous Censuses, the City of New York is investing significant resources to encourage full participation in the 2020 Census. The City is particularly focused on increasing participation in its historically undercounted communities, especially communities of color and immigrant communities.

NYC Census 2020 is seeking exceptionally qualified candidates for a College Aide. The College Aide will play a key role in supporting the team to increase census awareness and participation, particularly in harder-to-count communities. Speakers of non-English languages are particularly welcome. College Aide Responsibilities Reporting to the Director of Digital Communications, The College Aide will:

- Draft tweets and content for other digital channels;
- Staff and attend outreach events to take photos and videos for social platforms;
- Monitor Twitter and news for relevant clips;
- Compile and distribute daily news clips to NYC Census staff;
- Update press lists;
- Perform research to assist the formulation of responses to press inquiries; and
- Provide administrative support to the Communications team. Minimum Requirements As of September 2019, the prospective College Aide must be a student matriculated in a college or university.

Minimum Qual Requirements
- For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
- For Assignment Level II (Information Technology): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

- For Assignment Level III (Information Technology Fellow): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

Job Title: NYC Census 2020 Field College Aide – 404600

Compensation: Undergraduate hourly rate: $15.50-$17.30, Graduate hourly rate: $16-$19.90

Description:
About New York City Office of the Census In 2019, Mayor Bill de Blasio established NYC Census 2020, an office dedicated to ensuring that every New Yorker is counted in the 2020 Census. Achieving full participation in the census is critical to ensuring that New York City is granted its fair share of political representation at the most local level, as well as in Albany and in Washington, and to ensuring that the City is granted its fair share of more than $650 billion in federal funding for housing, education, healthcare, and more. Given New York City's historical undercount in previous Censuses, the City of New York is investing significant resources to encourage full participation in the 2020 Census. The City is particularly focused on increasing participation in its historically undercounted communities, especially communities of color and immigrant communities. NYC Census 2020 is seeking exceptionally qualified candidates for College Aide. College Aides will play a key role in supporting the team to increase census awareness and participation, particularly in harder-to-count communities. Speakers of non-English languages are particularly welcome.

College Aide Responsibilities Reporting to the Field Director and Deputy Field Director, the College Aide will:
- Assist in creating and updating databases of contacts (will train) using Excel and organizing software
- Contact stakeholders and volunteers on behalf of the NYC 2020 Census Field Director
- Assist in preparation of resources for Field Team to conduct outreach, recruitment and customer relation management
- Conduct electronic research including social media to identify organizations, influencers and community leaders across the city
- Assist in document creation for start-up office including reports, briefings and presentations (will train) Minimum Requirements As of September 2019, the prospective College Aide must be a student matriculated in a college or university.

Minimum Qual Requirements
- For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
- For Assignment Level II (Information Technology): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.
- For Assignment Level III (Information Technology Fellow): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

Job Title: NYC Census 2020 Grants Program College Aide - 40611

Compensation: Undergraduate hourly rate: $15.50-$17.30, Graduate hourly rate: $16-$19.90

Job Description:
College Aide Undergraduate and graduate College Aides who join the NYC Census 2020 team will assist the office in increasing New York City's census self-response rate by promoting Census 2020 in NYC communities across the five boroughs.

Schedule: 15-17.5 hours per week from September 23 through December 13 (Potentially flexible; a 12-week commitment is highly preferred)

About New York City Office of the Census In 2019, Mayor Bill de Blasio established NYC Census 2020, an office dedicated to ensuring that every New Yorker is counted in the 2020 Census. Achieving full participation in the census is critical to ensuring that New York City is granted its fair share of political representation at the most local level, as well as in Albany and in Washington, and to ensuring that the City is granted its fair share of more than $650 billion in federal funding for housing, education, healthcare, and more.

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The College Aide will:
- Help to draft sound survey, interview, focus group, and other data collection instruments.
- Work with Grants and Data Teams to refine and iterate data collection and analysis methodology.
- Contribute to quantitative and qualitative analysis of incoming data on an ongoing basis.
- Draft trend analyses and lessons learned documents for quick use in the field and by NYC Census 2020 team.
- Assist NYC Census 2020 team and its partners with grantee partner training and capacity building as necessary, on a range of topics based on needs (including outreach, VAN, and grant reporting).
- Contribute to contracts and accounting on grantee agreements and payments. Reporting to a Grants Policy Advisor, the College Aide will:
- Work with Grants Managers and others on grantee contract administration tasks, such as verifying deliverables, accounting and payment record-keeping, and contract maintenance. • Read and analyze grantee reporting and metrics.
- Contribute to management and analysis of citywide data on outreach efforts.
- Liaise as necessary with grantee partners with assistance from Grants Managers. Minimum Requirements As of September 2019, the prospective College Aide must be a student matriculated in a college or university.

Minimum Qual Requirements

- For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.
- For Assignment Level II (Information Technology): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.
- For Assignment Level III (Information Technology Fellow): Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.