



## STATE OF NEVADA GOVERNOR'S FINANCE OFFICE

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### Organizer - Nevada Census 2020

**Overview of Position:** Provides support for the State of Nevada's efforts to ensure everyone is counted in the 2020 Census with Nevada's hard to count communities being of particular focus. Coordinates with the regional coordinator, community organizations, and community leaders' efforts to promote the Census and motivate Nevada's diverse population to respond to it. The position may include presentations at community groups, and attendance at community events. The position entails up to 40 hours per week with a weekend and evening schedule flexibility through June 2020.

**Location:** Positions available Statewide.

### **Representative Duties:**

- Assist the Regional Coordinator with outreach of community leaders, 2020 Census volunteers and community organizations.
- Assist the Regional Coordinator with community presentations, meetings, events, and any other relevant outreach tools.
- Works with the Regional Coordinator and others for train-the-trainer / volunteer activities and facilitates distribution of promotional and marketing materials.
- Other duties as assigned.

**Preferred Qualifications:** Requires any combination of education and experience equivalent to a high school diploma and a minimum of six months of community organizing, field organizing, or professional project management experience.

The successful candidate must be a self-starter with excellent written and verbal communication skills along with superior time management, organizational skills, and attention to detail. Necessary soft skills include maintaining positive, professional interactions with employees, elected officials, and the public; representing the state at internal or external meetings; and taking initiative to achieve results. This position requires evening meetings and occasional weekend meetings. Travel is required as needed. Bilingual proficiency is preferred.

**Core competencies (Knowledge, Skills and Abilities):**

- Customer Focus - builds and maintains customer satisfaction with the products and services offered by the organization.
- Adaptability & Flexibility - adapts to changing business needs, conditions, and work responsibilities.
- Accountability & Dependability - takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- Results Orientation & Initiative - focuses on results and desired outcomes and how best to achieve them.
- Relationship Building - builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.
- Ethics & Integrity - earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Influences others - influences others to be excited and committed to furthering the organization's objectives.
- Solves problems – resolves difficult or complicated challenges.
- Thinks creatively - develops fresh ideas that provide solutions to all types of workplace challenges.
- Consults effectively – partners with clients to identify and resolve complex or sensitive issues.

This position requires travel. Qualified candidates will need to have a valid driver's license and vehicle for use on the job. Mileage will be reimbursed in accordance with GSA. Demonstrated Microsoft Office Suite proficiency is required. The successful candidate will undergo a criminal background, credit check, and DMV driving record check.

**To Apply:** In order to be considered you must submit a letter of interest and a resume. Please electronically submit a letter of interest and resume to [NVCensus2020@gov.nv.gov](mailto:NVCensus2020@gov.nv.gov). All resumes will be accepted until the position is filled. Hiring may occur at any time during the recruitment process.

The State of Nevada is an Equal Opportunity Employer.