

Job title	<i>Regional Census Hub Coordinator</i>
Reports to	

Job purpose

As part of the Michigan Nonprofits Count Campaign, this contracted position is responsible for planning, implementing and tracking activities associated with the regional census hub to include providing: general oversight for hub activities; grantmaking strategy for the area; partnership with local and regional governmental and nonprofit entities; reporting of regional efforts for local and state campaign officials; and technical assistance to local/regional organizations regarding census 2020 get-out-the-count efforts.

Duties and responsibilities

1. Report to lead census hub partner and hub leadership.
2. Work as a team member with lead census hub partner staff to meet hub goals.
3. Continually broaden expertise in the area of census 2020 and serve as a resource person for local nonprofits.
4. Develop and implement a grantmaking strategy for local mini-grant distribution.
5. Build/enhance relationships with local nonprofits to further the effort, particularly in designated hard-to-count areas.
6. Recruit and staff a census hub advisory committee, comprised of local nonprofits representing populations/areas that are hardest to count.
7. Partner with local governmental officials to coordinate and avoid duplication of efforts.
8. Implement data collection methods, tools and evaluation measures for hub activities and mini-grants activities.
9. Document findings and progress of activities in written reports to census hub leadership.
10. Manage and oversee expenditures of hub budget.
11. Represent the regional hub at statewide Michigan Nonprofits Count Campaign meetings/calls.
12. Market statewide educational and training opportunities with local nonprofits.
13. Serve as a spokesperson with local media.

Qualifications

Qualifications include:

- Extensive knowledge of the nonprofit sector in the region.
- Excellent communication and organization skills.
- Experience managing coalitions.
- Results driven.
- Ability to work independently and as a team.
- Public relations or marketing skills.

Working conditions

Insert any special working conditions.