

City of Los Angeles  
Office of Mayor Eric Garcetti  
Mayor's Office of Budget and Innovation

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**JOB ANNOUNCEMENT**  
Project Assistant, Census 2020 Initiative

**SUMMARY**

The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$700 billion dollars in Federal funds annually among tribal, State and local governments to fund critical programs, social services and infrastructure projects. The City of Los Angeles depends on census data and federal funds to deliver quality services to its residents.

The Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Angelenos to get counted in 2020.

**ABOUT THE ROLE**

The Project Assistant will be responsible for assisting the Census 2020 team implement its outreach strategy.

*Duties and Responsibilities include but are not limited to:*

- Assisting with outreach and education activities including providing logistical support for meetings and participating in events with interested stakeholders during and after regular work scheduled hours including weekends;
- Problem-solving and identifying strategies and recommendations for the prioritization of administrative projects, issues and activities that benefit the Initiative;
- Filing and archiving Initiative documents; and
- Leading office administrative work.

**THE CANDIDATE**

The ideal candidate will possess a passion for public service and for serving the City and its residents including the following professional and personal skills, characteristics and attributes:

*Professional Characteristics:*

- Excellent reading and writing skills
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel and Powerpoint and Google Docs, Sheets, and Slides
- Knowledge of records management tools and techniques

- Bilingual ability (writing and speaking) in English and a secondary language including (Armenian, Chinese, Farsi, Hindi, Japanese, Khmer, Korean, Russian, Spanish, Tagalog, Thai or Vietnamese)

*Personal Skills/Attributes:*

- Excellent communicator with great interpersonal skills
- Highly organized and detail oriented with an eye for planning and administration
- Ability to work under pressure in a high stress fast-paced environment
- Team oriented
- Demonstrates initiative

**REQUIREMENTS**

- Four year degree or equivalent experience
- Excellent written and oral communication skills
- Self-directed, ability to effectively solve problems, prioritize and manage tasks and objectives under pressure and in a fast-paced environment
- Work night and/or weekend hours, as necessary

**START DATE**

The position will remain open until filled.

**SALARY**

Salary will commensurate with demonstrated skills and work experience, along with additional benefits.

**HOW TO APPLY**

Qualified candidates should email a cover letter and resume to:

Maria de la Luz Garcia  
Director, Census 2020 Initiative  
Mayor's Office of Budget and Innovation  
[Maria.Garcia@lacity.org](mailto:Maria.Garcia@lacity.org)

**DISCLOSURE**

*This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.*

*Learn more about the Mayor at: [lamayor.org](http://lamayor.org)*

*Twitter: @MayorOfLA*