

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

Census 2020 Initiative

JOB ANNOUNCEMENT
Project Coordinator, Communications

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 Coordinator, Communications will be responsible for implementing the Initiative's communications strategy.

Duties and Responsibilities:

- Drafting communications tool kits and coordinating their dissemination to various stakeholders;
- Developing all visual and graphic art;
- Managing social media platforms;
- Maintaining the Initiative's website; and
- Coordinating media buys.

THE CANDIDATE

The ideal candidate possesses the following:

Professional Characteristics:

- Strong writing and communications skills;
- Excellent interpersonal communication skills;
- Graphic design and visual art skills;
- Adobe Creative Suite skills;
- Social media management skills;
- Expertise with Microsoft Office Suite, Google Docs, Sheets and Slides;

- Able to meet deadlines; and
- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders to achieve results.

Personal Skills/Attributes:

- Passion for public service and making a difference in the lives of city residents.
- Energetic and adaptable self-starter
- Solutions oriented
- Innovative and flexible
- Attention to detail and excellence
- Collaborative and team focused

Education and Experience:

- Undergraduate degree required.
- In lieu of an undergraduate degree, a candidate may have a minimum of five-years of professional work experience in an office setting in the field of communications.

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

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.

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