JOB ANNOUNCEMENT  #551375

JOB TITLE: 2020 Census Complete Count Outreach Worker (5 POS.)

OPENING DATE: MARCH 11, 2020 MAR 11 2020

CLOSING DATE: MARCH 25, 2020 OR UNTIL FILLED

SALARY: TRIBAL PAY PLAN

TYPE OF EMPLOYMENT: Part-Time Temporary

SUPERVISOR: MBCI Complete Count Coordinator

JOB LOCATION: Pearl River

SCOPE OF SERVICE:
This is a 2020 Census temporary position, the position is open immediately and will end July 31, 2020. The position will require travel to all Mississippi Band of Choctaw Indians (MBCI) communities. The job involves outreach to those community members to encourage them to complete the 2020 Census promptly after receiving their form.

DUTIES AND RESPONSIBILITIES:

1. Build strong relationships with historically undercounted Tribal members in order to encourage census self-response;
2. Engage Tribal members about the 2020 census through a variety of activities, including canvassing, tabling, phone-banking, text-banking, community club meetings, and other events;
3. Track Census engagement activities using both qualitative and quantitative methods;
4. Adhere to all data security and privacy protocols around census engagement;
5. Participate in trainings and professional development opportunities;
6. Support volunteer recruitment and training activities.
7. Perform all other tasks as assigned by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Some experience in community engagement, campaign work, or other forms of direct outreach;
3. Communications skills and the ability to multi-tasks;

"CHOCTAW SELF-DETERMINATION"
4. Excellent interpersonal and relationship management skills;
5. Demonstrated cultural competence with respect to MBCI communities;
6. Understanding of MBCI diversity and experience working with people of diverse backgrounds;
7. Proficiency in use of technology such as laptop computers and tablet computers;
8. Proficiency in a second language (particularly Choctaw) strongly preferred but not required;
9. Driver must be at least 21 years of age.
10. Complete a criminal background check on Tribal, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
11. Must be in good physical condition. Required to submit results of annual physical examination.
12. Ability to follow oral and written instructions.
13. Must be of good character, cheerful, confident, considerate of others and ability to get along with others.
15. Employee holding this position is subject to random alcohol/drug testing.
16. Possess personal automobile liability insurance and adequate transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waiver Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be
employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033 – Choctaw Branch
Choctaw, Mississippi  39350