



**Job Announcements**

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Census 2010 Outreach Specialist  
**Open Positions:** Full-time, exempt, temporary (only through July 31, 2010)  
**Starting Range:** \$2,800 per month  
**Open Date:** 03/08/2010  
**Closing Date:** When sufficient applications have been received.

**Summary of Duties:**

Under the direction of the Community Outreach Coordinator, the full-time, exempt, temporary, Census 2010 Outreach Specialist will conduct and assist in the coordination of Census 2010 promotion, education and outreach through July 31, 2010. CSC is an organizational partner in a Statewide Census 2010 AAPI Network established by the Asian Pacific American Legal Center and works with the Asian Pacific Policy and Planning Council (A3PCON) which coordinates the Los Angeles County network. The goal is to strengthen the participation of Los Angeles County's Asian American and Pacific Islander (AAPI) communities in Census 2010 and to reduce the undercount for Census 2010.

**Example of duties:**

Assist the Community Outreach Coordinator:

- Produce Census outreach materials in Chinese and disseminate Language Assistance Guides as needed.
- Conduct outreach at community events, with community organizations, and through existing local networks.
- Coordinate activities among local stakeholders.
- Assist in media relations with local Chinese media.
- Organize trainings with community organizations on Census promotion.

**Qualifications:**

- Bachelor's degree or equivalent.
- Bilingual in English and Chinese (Cantonese and/or Mandarin); fluent speaking, reading and writing ability.
- Community organizing and/or coordination experience.
- Familiarity with Chinese American communities of Los Angeles County.
- Ability to handle multiple tasks, take initiative and work independently with minimal supervision.
- Strong written and verbal communication skills; presentation skills with classroom delivery experience.
- Ability to work flexible hours (some evenings and weekends).
- California driver's license and access to a car.
- One year experience in a non-profit organization strongly desired.

**Please forward your resume to**  
Chinatown Service Center Human Resources  
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