SOUTH PLAINS FOOD BANK, INC.

5605 Martin Luther King Blvd., Lubbock, Texas 79404

806/763-3003 Fax: 806/741-0850

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| **Job Description** |

The South Plains Food Bank, Inc. is a humanitarian organization dedicated to serving West Texas by providing those who experience food insecurity with a helping hand. The South Plains Food Bank, Inc. also extends opportunities for community members to both engage in service, as well as for employment within an environment that promotes community interaction and is enthusiastic about aiding the conclusion of the poverty cycle.

**Position Title**: Temp Census Outreach Coordinator

**Immediate Supervisor**: Agency Services Director

**Salary**: $ 15.00 an hour

**Duration of Employment**: From time of Hire – End of August

**Duties and Responsibilities**:

* Inform agencies and clients about 2020 Census and how it impacts hunger.
* Through various agencies, will ask clients to sign Census Pledge Card.
* Travel to rural communities and ask clients to sign Census Pledge Card.
* Mail signed pledge cards to Feeding America – DC on a weekly basis.
* Regular check-ins with Feeding America.
* Encourage clients to complete the Census
* Call and follow up with clients to remind to complete census form.
* When needed, will help client complete Census.

**Qualifications**:

* Must have good transportation.
* Must have a good driving record and able to pass a background check.
* Good interpersonal skills
* Effective written and verbal communication skills
* Bilingual (English/Spanish) preferred