December 29, 2010

Manager of Redistricting Technical Assistance Site in Sacramento

Job Description:
We are seeking a professional individual to manage and staff a technical assistance and community outreach center, which will enable people from the surrounding region to participate in the state level redistricting process. The site will provide in-person, drop-in access to redistricting data and software, so that individuals and organizations can develop high quality information about their communities and neighborhoods and provide input to the state level redistricting commission. The site manager will operate the site, provide assistance and training as needed to clients, and conduct outreach about the resources of the center.

Duties and Responsibilities:
- Assist clients in map-making and creating and formatting of qualitative and quantitative information for use in redistricting.
- Provide training and assistance to clients, including community groups and other interested parties, on the redistricting process including both procedural and technical issues.
- Engage in local outreach including making presentations at community meetings as requested and appropriate, and coordinating with regional organizations to facilitate connections between the site, its clients, the organizations and their constituents.
- General technical support of the assistance site infrastructure including computer work stations and specialized software.
- Updating and indexing files each day according to protocol, and backing up local computers to server. Updating computers with new files as they become available.
- Overall site management including opening and closing the site to the public, interacting with building management, keep office space organized, procuring supplies as needed, and keeping in contact with project headquarters in Berkeley.

Qualifications/Skills required
- Bachelors degree
- Solid working experience with GIS, particularly importing data sets and creating thematic maps. Experience with ArcGIS is acceptable; experience with Maptitude for Redistricting is ideal.
- Skills with data analysis programs (such as SPSS or SAS), light programming (such as MySQL), and basic networking (communicating with remote servers)
- Computer support skills, including setting up PCs, installing software, and troubleshooting operational issues
- Prior experience working with demographic data or political data is a plus
- Strong interest in state and local politics, public policy, demographics, geography and diversity
- Excellent people skills, including working easily with individuals and groups from all backgrounds and political beliefs
- Excellent verbal communication skills, in particular, must be comfortable making presentations and encouraging involvement of the public in civic affairs; community organizing background is an asset
- General skills in technical assistance and training. Experience tutoring or training is preferred, but must have a disposition to training and to providing tailored one-on-one assistance: in particular, an ability to work with strong egos in a professional manner, a facility adapting to and reacting without judgment to the particular level of expertise, needs, and requests of the trainee/client, and a non-condescending, non-patronizing demeanor.
Specific skills assisting with GIS software: knowledge of and ability to communicate basic tips for using GIS; skillful at encouraging self-learning, that is, assisting users in discovering the full functionality of the software without telling them exactly what to do.

- Excellent organizational skills and ability to manage, on a solo basis, a site open to the public; adaptable to working alone at times and other time among several others in conversation.
- Ability to and comfort with working independently and reporting to remote project headquarters; experience working on a contract basis is desirable.
- Good analytical and problem-solving skills
- Speaking a second language, especially Spanish, is a huge plus

Position Hours and Terms:
This position will range from 50%-100% time, and includes holding the site open during afternoons, evenings and Saturday. This is a temporary, seven month position. The site manager will begin in mid-February, by attending a one week training at UC Berkeley, setting up the location, and then opening the site. The position will end in mid-September. This is a contract position with UC Berkeley Law, and each manager will report to project directors at the UCB project headquarters. Because of the intense nature of the work, weekly status updates on the operation and activity at each center will be required. Each manager/contractor will bill UC Berkeley Law monthly for hours worked at $35/hour, not to exceed 1250 hours.

To Apply:
Please submit a cover letter and resume (or c.v.) via email to Karin Mac Donald, Director, Statewide Database, at redistricting.job@gmail.com. Please make sure to put ‘Application for Assistance Site Manager in Sacramento’ in the subject line. We are hiring for the same position for centers in Los Angeles, San Bernardino, San Diego, and Fresno. If you would like to apply for one of those positions, please put the name of that city into the subject line: ‘Application for Assistance Site Manager in ______.’