



Census Specialist

Census Specialist assist Operation Love Outreach Ministry staff with maintaining accurate information before, during and after community programs.

Duties & Responsibilities

1. Type 35 wpm.
2. Proficient in MS Word, Excel, Power point, Outlook or other e-mail platforms with effective grammar and punctuation skills.
3. Ability to utilize mathematical applications to assist in client head count and data points needed for OPLM reporting.
4. Greet clients, guests and volunteers with a smile while obtaining necessary information for OPLM programs and staff.
5. Ability to work in noisy environment.
6. Ability to adjust to change quickly.
7. Desire to receive training and implement training quickly in OPLM business practices.
8. Work with a smile and positive attitude with volunteers, staff and donors.
9. Effectively communicate with others verbally and in written form.
10. Operate in a non-judgmental manner when preparing to greet clients, while listening to client stories and when engaging with clients during programs.
11. Maintain client and potential client confidentiality.
12. Exhibit effective time management skills.
13. Perform other duties as assigned with a smile.