

Census Intern – City of Hoboken

The City of Hoboken Department of Community Development seeks a highly motivated intern to assist the City in preparing for the US Census Bureau's Local Update of Census Addresses (LUCA) submission.

ESSENTIAL DUTIES & RESPONSIBILITIES

The primary task of the Census LUCA intern will be to validate residential building addresses by conducting field work and through other research methods. The intern will be provided with a list of addresses; by conducting site visits and reviewing other data sources, the intern will need to systematically document information associated with each address and enter that information into an address database. Responsibilities will include:

- Complete training from the US Census Bureau's online LUCA resource center.
- Review and analyze multiple databases and data sources with street address information.
- Collect and validate data by conducting field work to catalogue the location of housing units and living quarters; may include field data collection using Global Position System (GPS) equipment.
- Update address data information in Microsoft Excel or other program. Address data must be formatted to conform to Census address reporting requirements.
- Accurately interpret aerial and street view imagery.
- Reviews new and existing data for accuracy, quality and completeness.
- Prepare deliverables (data, maps and related files) that will be submitted to the Census Bureau by the City and Hudson County.
- Continually update City Planning Staff on tasks and progress.

More information about the U.S. Census Bureau's LUCA program:

The LUCA review process provides government entities a once-a-decade opportunity to review, update, correct and comment on the Census Bureau's residential address list for their jurisdiction, prior to the decennial census. A complete and accurate address list will ensure that a 2020 census survey will be mailed to every living quarters/housing unit in Hoboken. This important task directly affects the Census Bureau's ability to accurately capture demographic data, and in turn, directly affects federal funding that is allocated to the City of Hoboken. Census data also plays an invaluable role in informing the decisions of governments, businesses, and non-profits in wide-ranging areas of community development, education, agriculture, energy, transportation, environmental programs, and many others.

REQUIRED QUALIFICATIONS:

Education: Candidate must be enrolled in an accredited college/university program working towards a degree in GIS, Engineering, Community & Regional Planning, Sociology, Economics, Public Administration, Geography, or related field.

The candidate must be able to sign a confidentiality agreement to view Census address data, which is covered by Title 13, U.S.C.

Skill/Abilities:

- Experience with Microsoft Excel, Word, and PowerPoint
- Strong research and analysis skills; Ability to conduct independent research;
- Ability to conduct field verification of addresses
- Interest in community planning
- Self-motivated, work independently with minimal supervision, detailed oriented, and have excellent communication skills

WORK SCHEDULE & COMPENSATION:

Schedule: 15-25 hours per week

Pay rate: \$12/hour

Application deadline: May 29, 2018

Start Date: Week of June 4th

Please send resume and cover letter to:

Michael Kraus
Human Resources
City of Hoboken
Department of Community Development
94 Washington Street
Hoboken, NJ 07030

Please indicate available start date and desirable work schedule in cover letter.