



Flagstaff County is recruiting for the following positions:

Municipal Census Enumerators

Flagstaff County's Vision:

At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

Interested candidates are encouraged to submit their resume along with a cover letter by email to:

Contact:

Cheryl Bergman
Census Coordinator
Email: cbergman@flagstaff.ab.ca
Direct: (780) 384-4114

Note: Census enumerators are not County employees and will not receive a Record of Employment following the Census although a T4A will be issued.

Thank you to all applicants for their interest; however only those chosen for an interview will be contacted.

Position Overview: Reporting directly to the Census Coordinator, each Census Enumerator will be responsible for successfully and accurately enumerating each household within an assigned area.

We are looking for friendly, motivated individuals who want to have an impact on the community. As an enumerator you will be responsible for collecting data from Flagstaff County rural and/or hamlet residents within a five to six week period. Multiple visits and follow up calls to dwellings are often necessary. Successful applicants must be flexible to enumerate during daytime, evening and weekend hours to complete the entire assigned division within the allotted timeframe.

Enumerator Responsibilities:

1. Plan to go out every day.
2. Arrange route and visit areas at different times of the day between 9 a.m. - 8 p.m. Collecting during evenings and weekends is imperative.
3. Learn area/maps and determine how best to cover your area.
4. Read the manual and be informed so you can answer any questions residents have.
5. Get comfortable with the iPad.
6. Plan on finishing the area assigned in time allotted (potential bonus!).

Qualifications:

- Previous census experience as an enumerator, or door-to-door canvassing, is preferred.
- Excellent organizational skills, strong interpersonal skills and a friendly demeanor.
- Ability to read maps, speak and hear clearly, and record information accurately.
- Basic iPad skills. Comfortable with learning and utilizing new software.
- Must provide own transportation and have a valid driver's license.
- You must be available to attend a mandatory training session in early May (date(s) to be determined).
- Physically capable of a lot of walking and climbing stairs.
- Able to work in inclement weather.
- Tactful and advanced customer service skills are an asset to achieve the challenging goal of full participation in the census.

Position Type: Temporary/casual

Hours of Work: Days and evenings starting May 22 to June 27, 2024
Enumeration hours will fall within 9 a.m. to 8 p.m. Monday to Saturday, and 11 a.m. to 8 p.m. on Sundays

Compensation: \$25/hr, plus mileage and potential bonus.

Closing Date: Until suitable candidates are selected