

RECRUITING ASSISTANT

Starting at 11.76 – 12.76

RECRUITING DAY AND TIME

- **Thursday, November 19, 2009**
First session at 2:00pm–4:00pm
- **Thursday, December 03, 2009**
First session at 10:00am-12:00pm
Second session at 2:00pm-4:00pm
- **Thursday, December 10, 2009**
First session at 10:00am-12:00pm
- **Thursday, December 17, 2009**
First session at 10:00am-12:00pm
Second session at 2:00pm-4:00pm

**Dress for success and bring
your resume!**

**ALL SESSIONS START ON TIME
NO EXCEPTIONS.**

Recruitment held at:



Chinatown WorkSource Center



767 N. Hill St. Suite 400, Los Angeles, CA 90012

Job Duties: Recruiting assistants are local representatives who spread the word about census jobs in their assigned geographical areas. The recruiting assistant's primary responsibility is to attract qualified candidates to fill open positions. Recruiting assistants work in the field where and when they are needed: days, nights and weekend, not exceeding 40 hours per week. Recruiting assistants are required to have use of a reliable car. Recruiting assistants who complete their assignments may be eligible to work as crew leaders, Census takers or office clerks in remaining operations.

Responsibilities include: Coordinating applicant employment test sessions, securing donated space for testing and training from community organizations and reviewing and relaying applicant materials to the local Census Office.

ADDITIONAL INSTRUCTIONS:

- Bring CA ID
- Social Security card
- CALJOBS resume
- Must be US Citizen.



For more Information Contact: CONNIE CAMPOS at: (213) 808-1751 or www.census.gov/losangeles.

Equal opportunity program/employer. Auxiliary aids and services available upon request.
To ensure availability, your request should be received at least 48 hours in advance of the need.

TTY (213) 808-1719, Phone (213) 808-1761, Fax (213) 253-0877