



## **Project Manager**

**(Newton County LUCA Address Quality Pilot)**

**Remote in Texas, Austin & Southeast Texas Preferred**

**6 months Full time**

**Click to apply: <https://bit.ly/txci-pm-posting>**

### **About Texas Census Institute**

The [Texas Census Institute](#) (TxCI) is a nonpartisan, data-driven nonprofit organization dedicated to improving census participation and data quality across Texas. TxCI works with state agencies, regional councils of governments, local jurisdictions, and community partners to address structural and operational barriers that contribute to census undercounts, particularly in rural and historically undercounted communities.

Texas experienced an estimated undercount of approximately 550,000 residents in the 2020 Census, resulting in billions of dollars in lost federal funding and reduced political representation. As Texas continues to grow, accurate census data is essential to ensuring equitable resource allocation, informed policymaking, and fair representation. TxCI's work is focused on strengthening the systems, partnerships, and local capacity needed to support a complete count in 2030 and beyond.

### **About the LUCA Address Pilot**

The Local Update of Census Addresses (LUCA) program enables state and local governments to review and improve the accuracy of address data used by the U.S. Census Bureau. Address quality is a critical component of achieving a complete and accurate census count, particularly in rural and historically undercounted communities.

LUCA address quality pilots are designed to test and document practical, repeatable approaches to strengthening local address data ahead of formal LUCA operations. These pilots help clarify effective coordination models, resource needs, and implementation considerations that can inform broader LUCA participation efforts across Texas.

### **Position Overview & Project Context**

Texas Census Institute (TxCI) and its partners are leading a pilot effort in Newton County to improve the quality and completeness of local address data used by the U.S. Census Bureau's Master Address File (MAF) in advance of the 2027 LUCA (Local Update of Census Addresses) operation. The pilot will test methods for comparing Census data with local and commercial datasets, conducting targeted research and field verification where needed, and documenting the time, resources, and coordination required to improve address accuracy. Findings from the pilot will inform the development of a scalable, statewide roadmap for LUCA participation across Texas counties.

The Project Manager will oversee day-to-day execution of this six-month pilot and related census-focused work, coordinating closely with TxCI and a network of state, regional, and local partners.

This role is designed for a seasoned project leader who can manage complex, multi-agency efforts, keep work within scope and budget, and help translate a successful pilot into a repeatable model for statewide use.

## **Key Responsibilities:**

### **Project Oversight & Coordination**

- Manage overall project execution, timeline, and deliverables for the LUCA pilot
- Coordinate work across multiple agencies and partners, including Texas Demographic Center(TDC), TxCI, Texas Geographic Information Office(TxGIO), Deep East Texas Council of Government(DETCOG), Newton County officials, and technical advisors
- Support preparation for and facilitation of working group meetings, check-ins, and decision points
- Track risks, dependencies, and scope boundaries to ensure alignment with project goals and budget

### **Planning, Data, and Analysis Support**

- Oversee data inventory, comparison, and discrepancy analysis activities
- Coordinate desk-based research and field verification efforts in collaboration with GIS staff and local partners
- Ensure consistent documentation of methods, decisions, and lessons learned
- Support interpretation of findings for both technical and non-technical audiences

### **Budget & Resource Management**

- Track project expenditures, contractor time, and resource use
- Support budget monitoring and reporting in coordination with TDC and TxCI
- Ensure project activities remain within funded scope

### **Pilot-to-Scale Documentation**

- Help prepare to translate pilot findings into clear recommendations for broader LUCA participation across the state
- Contribute to development of a repeatable roadmap for statewide application
- Support preparation of interim updates and final pilot reports for funders, partners, and other key stakeholders.

*Note: This list is not exhaustive and may be subject to modification as job duties evolve.*

## **Required Qualifications:**

- Demonstrated experience managing complex, multi-partner projects (preferably in government, data, or public policy contexts)
- Familiarity with the U.S. Census, LUCA operations, or census-related data workflows
- Strong understanding of Texas's governmental structure, including state agencies, councils of governments, counties, and municipalities across urban and rural contexts
- Experience coordinating across public-sector, nonprofit, and private-sector partners
- Strong project management, planning, and organizational skills
- Ability to synthesize technical work into clear, actionable guidance



- Comfort working in a pilot environment with evolving information and priorities

## **Preferred Qualifications:**

- Experience with ArcGIS or similar GIS platforms
- Working knowledge of geospatial data concepts and address-based datasets
- Prior involvement in census operations, redistricting, address quality, or population data work
- Experience managing pilots that are designed to scale into long-term programs or policy frameworks

## **Working Arrangement**

This is a part-time, Texas-based independent contractor position (Austin or Southeast Texas preferred). The role is remote; however, the contractor should be available during standard Texas business hours and responsive to partner scheduling needs. Limited in-state travel may be required for partner meetings, site visits, or field verification activities.

## **Contract Term**

This position is structured as an independent contractor engagement with an initial term of six (6) months. The contract may be extended based on project needs..

## **Classification**

This is an independent contractor role and is not an employee position. The selected contractor will enter into a formal contractor agreement outlining scope of work, deliverables, invoicing, and payment terms. This role is not eligible for employee benefits.

## **Equal Opportunity Statement**

The Texas Census Institute is proud to be an Equal Opportunity Employer committed to creating a workplace that reflects the diversity of Texas. We do not discriminate against any employee or applicant for employment based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.

Our commitment to equal opportunity applies to all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, and termination. We also strictly prohibit retaliation against any individual who reports discrimination, files a complaint, or participates in an investigation or proceeding related to equal employment opportunity.

We value diverse perspectives and experiences, and we encourage candidates from historically underrepresented communities to apply.



## Application Process

To apply, submit your application through [this form](#).

Questions about this process can be sent to [hiring@texascensus.org](mailto: hiring@texascensus.org).