



Census Program Coordinator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Census Program Coordinator, you will be responsible for overseeing the development, planning, execution and management of census operations, ensuring accurate and efficient data collection and reporting. You will manage project resourcing and budgeting, privacy compliance, team oversight, monitoring and present reports to the public and Council. Primary duties include:

- Lead the development of a comprehensive project plan for the census, setting clear milestones, timelines, and resource requirements within approved budgets.
- Coordinate with multiple departments to ensure census activities align with organizational objectives and the needs of business units across The City.
- Engage with interested parties to establish timelines, monitor progress and address issues to keep the project on track, provide efficient data collection and accurate results.
- Research and implement the appropriate software tools for the successful completion of the census.
- Review and update processes to ensure compliance with provincial legislation and City policies.
- Oversee the development and implementation of a system for collection and documenting statistical data that ensures accuracy and consistency of information.
- Track the progress and success of census operations with reports and key performance indicators (KPIs).
- Collaborate and communicate with internal teams, business partners, and external organizations effectively to ensure everyone is informed, aligned and updated on census programs.
- Hire, train, supervise and mentor a team of census project managers, data strategists, and enumerators. Manage retained consultants as required.

Qualifications

- A degree in Management, Business, Planning, Public Administration or a related field with at least 8 years of experience in strategic planning, project management, policy development or public operations.
- At least 2 years in a supervisory or leadership capacity.
- Experience managing or coordinating a census program is a strong asset.
- Experience in leading large and complex projects is an asset.
- Knowledge of the Access to Information Act (AITA) and Protection of Privacy Act (POPA) is an asset.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt
Position Type: 1 Permanent
Compensation: Level M1 \$113,400 - 141,700 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: City and Regional Planning
Location: 133 6 Avenue SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: January 26, 2026
Job ID #: 313149