



April 21, 2025

Dear Supervisors and Enumerators,

As we continue the national implementation of the [NASDA-NASS Strategic Plan](#), we wanted to share more about the new roles we will be hiring for and timing of the process.

Listed below are key qualities we believe will be necessary for success in the new roles of Associate Director, Manager, Coach and Trainer.

Key Qualities

Forward thinking

We need team members who believe in the goals of the strategic plan. This includes understanding how a team (Manager, Coach and Trainer) can better serve enumerators in new ways. Are you excited about innovating and trying new things in pursuit of more effective and efficient data collection?

Working with teams

In the new structure, past silos will disappear and you will be working with a larger network of enumerators across the country. Are you excited about working with enumerators in neighboring states or regions? Do you enjoy learning from others and sharing your experiences to support data collection?

Communication

Communication is key to working efficiently and cohesively, especially during this period of change. Are you able to communicate with others in positive and supportive ways? Can you articulate your thoughts and needs in writing and in person? Are you experienced in different communication tools including email, Zoom, iPads, CAPI and iSolved?

If you see these qualities in yourself and are interested in pursuing a new role with NASDA, see below for more information about the roles and timing.

Please note that the information below is general and intended to give you an overview of the roles. There may be adjustments in the timing. More details will be provided once the job descriptions are posted.

Role Descriptions and Timelines

Recently, USDA has implemented internal changes that will require an expedited timeline for the strategic plan implementation. Fortunately, the advanced planning of the NASS and NASDA strategic planning process will allow NASDA to meet this timeline. There may be adjustments in the timing but this is our current plan. The job descriptions will contain more details that you can view once posted.

Associate Director (Full-time)

This regional leader supports a team of up to 350 employees including managers, coaches, trainers and enumerators. This role will lead survey training and candidates should be adept with time management and knowledgeable about enumeration, NASS surveys, processing payroll in iSolved, assigning surveys in CAPI and technology including computers and iPads. Key qualities for this role include embracing change, seeking innovation and efficiency, problem solving, and helping others succeed in their roles.

Job Posted – April 2025

Interviews – May 2025

Manager (Part-time)

This role is the human resources and survey leader for up to 70 enumerators and 6 coaches. Candidates should be experienced with human resources functions such as hiring and onboarding employees, processing timecards and payroll and giving feedback to employees. This role will assign surveys and work with coaches to ensure surveys are executed efficiently and accurately. This role will not do any data collection. Key qualities in this role include communicating effectively, managing multiple priorities and supporting coaches and enumerators.

Coach (Part-time)

This role will focus on ensuring effective and accurate data collection for a team of ~20 enumerators and communicating with managers on survey progress. Candidates should be experienced with NASS surveys and demonstrate high response rates in their own survey work. Coaches will complete their own surveys, while supporting enumerators in increasing response rates. Working with CAPI, Zoom and iPads will be important in this role. Key qualities for this role are training new enumerators, supporting experienced enumerators in improving efficiency, and communicating with a team of managers and trainers.

Trainers (Part-time)

This role will support a team of up to 150 enumerators with tasks related to iPads, Zoom, and other technology needs. Additionally, they will work with the associate director, manager and coaches to ensure systems training is adequate for enumerators. Qualities needed for this role include supporting enumerators with technical issues and proactively educating as issues arise. Candidates should be at an advanced skill level in working with iPads, Zoom, CAPI and other cloud-based systems.

Manager, Coach, Trainer

Jobs Posted – mid-May 2025

Interviews – June 2025

We hope these details help you see where you might fit in our new structure. Rest assured that if you choose not to pursue a new role, you can remain a valuable member of the NASDA team as an enumerator.

Jobs will be posted on the [NASDA website](#) in the months listed above, more of your questions will likely be answered in these posts. We look forward to you continuing to be a valuable part of our team in new and exciting ways.

Thanks,

Charlie and Josh