



## **AmeriCorp Vista - Data and Evaluation Coordinator**

### **Organization Description**

Our mission is to build a stronger northwest Vermont by mobilizing our community to improve people's lives. United Way isn't just our name – it's how we work. We bring together individuals, nonprofits, businesses, and government entities to fight for a strong, vibrant, and healthy community. We fight for the education, financial stability and health of every person in Chittenden, Franklin and Grand Isle counties.

United Way's Working Bridges is an innovative program designed to improve job retention, productivity, and advancement by supporting employees with community resources. The concept is simple: employers work together to effectively develop and test innovative HR practices using the workplace as a platform for services designed to help workers get, keep, and grow stable employment.

### **Purpose of Position**

The VISTA will have a unique opportunity to learn Working Bridges data and reporting systems while helping the team refine how data informs the development of strategies and partnerships. Activities in this position will directly support UWNWVT's key strategies of meeting basic needs, promoting mental health, reducing substance misuse, supporting families, and fostering financial stability. This position involves data collection, reporting, visualization, strong communication, computer skills, and commitment to furthering data-driven decision-making.

### **Key Responsibilities**

Key responsibilities for this role include but are not limited to:

- Coordinate the development, distribution, and reporting for the Working Bridges employee satisfaction survey.
- Coordinate the development and reporting of Working Bridges annual and quarterly reports to accurately measure the program's impact.
- Work closely with the Working Bridges team to refine the data collection and reporting process and work collaboratively to develop data-informed strategies within the Working Bridges program.

### **Qualifications**

- Available to start August 1<sup>st</sup>, 2023 (position starts August 1<sup>st</sup>, 2023, and ends July 31<sup>st</sup>, 2024, with the possibility to renew for another 12-month term)
- High school diploma or equivalent
- Reliable transportation for travel to and from the office as well as travel to United Way partners across the Northwest Vermont region.

- Possess skills in the following areas: data collection and reporting, computer skills, and communication skills.
- A commitment to advancing data-driven decision-making and a passion for advancing the work of nonprofit organizations.

### **Benefits**

- Stipend of \$22,882 per year
- \$250 monthly housing, gas, or grocery stipend
- Loan deferment for qualified student loans
- EITHER 1) a choice of a \$6,345 education award OR 2) a \$1,800 (pre-tax) cash stipend
- Health, dental & vision benefits
- Ten paid personal days & 10 sick days plus federally recognized holidays
- Childcare benefits if eligible
- Discounted gym membership
- Flexible schedule (35 hours per week)
- Professional development, networking, and community engagement opportunities
- Chance to make a substantial difference in the community
- Gain valuable work skills and experience

### **How to Apply**

Applications or questions should be sent to Dillon Boisvert via email at [Hiring@unitedwaynwvt.org](mailto:Hiring@unitedwaynwvt.org). Interviews are scheduled on a rolling basis, and the application deadline is June 30<sup>th</sup>, 2023. More information can be found on our [website](#).

# SERVE AS AN AMERICORPS VISTA MEMBER!

## Working Bridges Data & Evaluation Specialist

### MAKE A DIFFERENCE IN NORTHWEST VERMONT!

**Full-time, one-year position starting August 2023. Great opportunity for those new to a career, at the end of a career, or anywhere in the middle!**

Do you get excited about understanding complex issues and data collection? Join our team to assess and reimagine Working Bridge's current data collection processes. Develop recommendations and implement new practices toward improved data collection and reporting systems. We are looking for an individual who is detail-oriented, collaborative, able to work independently, interested in data management, and who can see the big picture and mission of driving financial stability in our communities as we grow and expand.

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### BENEFITS OF VISTA SERVICE

- Modest living stipend - \$20,640 per year
- \$250 monthly housing, gas, or grocery stipend
- Loan deferment for qualified student loans
- EITHER 1) Choice of \$6,345 education award OR 2) a \$1,800 (pre-tax) cash stipend
- Health, dental & vision benefits
- 10 paid personal days & 10 sick days plus federally recognized holidays
- Childcare benefits if eligible
- Discounted gym membership
- Flexible schedule (35 hours per week)
- Professional development, networking, and community engagement opportunities
- ~~Community~~ **Community** make a substantial difference in the
- Gain valuable work skills!

### TO APPLY:

Email Dillon Boisvert at [hiring@unitedwaynwvt.org](mailto:hiring@unitedwaynwvt.org)