

## VISTA Assignment Description

<b>Title:</b> VISTA Data Coordinator
<b>Sponsoring Organization:</b> Achieve Brown County, located in Green Bay, Wisconsin <b>Project Name:</b> Achieve Brown County <b>Project Number:</b> 19VS209791 <b>Project Period:</b> 07/01/2019 – 06/30/2020
<b>Site Name (if applicable):</b>
<b>Focus Area(s)</b> <b>Primary:</b> Education <b>Secondary:</b> Healthy Futures

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** Achieve Brown County is a community-wide partnership focused on ensuring all kids (ages 0 – 26 years old) in Brown County get the support they need to grow up and achieve success in a job with a living wage. Through convening multiple partners across sectors, ABC provides a common framework for measurably improving the age appropriate cognitive, social emotional and physical growth and development of all children in the county from birth into their careers. ABC rallies its partners' efforts around critical indicators of success, taking action through:

- Shared priorities and outcomes.
- A culture of continuous improvement, which effectively uses data to drive improved results.
- Aligning our community's resources toward common goals.

As a member of ABC's Research and Community Impact Team, the VISTA Data Coordinator will support how the team leverages practitioner wisdom and perspective, community data and national research to enable and inspire ABC and its partners to take the best possible actions and ultimately achieve the greatest possible outcomes and impact. He/she will directly contribute to the work of the team in four key areas: identifying and validating key measures, collecting and analyzing data, evaluating process and outcomes, and informing improvement and demonstrating impact.

#### **Objective #1 of the Assignment (*Period of Performance: July 2019 – June 2020*):**

The VISTA will develop new datasets, analyses and infographics to inform and improve ABC's system of measures.

#### **Member Activity:**

- Assess existing ABC data for children, youth and young adults ages 0 through 26 to become familiar with and comfortable speaking about it.
- Generate datasets to support community work.
- Analyze new data and datasets. Look for patterns, trends and correlations relevant to ABC work.
- Create infographics and other dynamic presentations of data findings for sharing at our annual Community Briefing, monthly Community Leadership Council meetings, Data Team meetings, e-newsletter, Web site and/or social media posts.

**Objective #2 of the Assignment (Period of Performance: July 2019 – June 2020):**

The VISTA will conduct primary and secondary research to bring Voice of the Customer into the work being done by one or more Action Teams, helping them create the best possible solutions for the students in our community.

- Monitor all assigned Action Team meetings, as a Research and Community Impact Team member, for data needs expressed by community members as they discuss local barriers and potential solutions to increase school success for all children.
- Develop and implement research plans to meet the data needs of the Action Teams in their system change work. The research plans would include activities like literature reviews, interviewing community partner agencies and institutions, interviewing community members, conducting focus groups, analyzing available quantitative data, etc.
- Present findings to the Action Teams as they are developed. Receive feedback and direction for next steps from Action Teams.

**The following skills would help a candidate be successful in this position:**

Enthusiasm for community development and collective impact work

Basic proficiency in Microsoft Word, Excel and PowerPoint (or equivalent)

Understanding of, or willingness to learn, basic principles of quantitative data analysis:

- different file formats (.zip, .csv, .xlsx, etc.)
- data types (string, integer, double, etc.)
- string manipulation (count, contains, trim, etc.)
- conditional statements (if-then-else)
- formula writing
- dataset manipulation (join, union, parse, crosstab, transpose, etc.)

Basic understanding of math, descriptive and prescriptive statistics, and significance testing

Affinity for data and detail-oriented desk work

Self-motivated; internally driven to work through technical challenges to develop a correct final product

Good writing skills, ability to clearly document work processes

Excellent interpersonal and organizational skills for qualitative data collection

Comfortable talking 1x1 and in groups with people from all class/race/language/gender groups

Experience preparing and presenting information to groups (data visualization and public speaking)

Interested candidates should send their resume to [Spencer@AchieveBrownCounty.org](mailto:Spencer@AchieveBrownCounty.org).

Resumes will be accepted until the position is filled.