



VISTA Aligns Position Description

Position Available: March 2019

Position/Title: Achieve Data Coordinator & Analyst VISTA

Job Site: Achieve Escambia

Exempt/Non-exempt: Exempt

General Description: The Data Coordinator and Analyst VISTA will continue to build the Achieve Escambia network's awareness and understanding of key outcomes and indicators along the cradle to career spectrum through reliable, disaggregated data collection and reporting.

Qualifications:

Required:

- High School degree.
- Minimum of 18 years of age, US citizen or permanent resident status.
- Ability to work collaboratively with a wide range of people and personalities.
- Basic aptitude in use of general office equipment.
- Computer skills, including the ability to use standard office software, email and internet support.
- Maintains a professional manner in order to work with the volunteers, staff and community.

Preferred:

- Previous volunteer experience, employee management experience, and/or national service experience.
- Knowledge of Microsoft Excel
- Associate or Bachelor's Degree in relevant field of study

Physical Requirements:

- Sit at work station for long periods (4-8 hours).
- Lift 15-25 lbs.

Stipend and benefits

The Achieve Data Coordinator & Analyst VISTA will receive a monthly stipend of \$472.77 (paid bi-weekly), health care benefits, child care assistance (if needed), relocation travel allowance, and student loan forbearance and deferment while in service. After successful completion of their service, VISTAs receive either a \$1,800 stipend or a Segal AmeriCorps Education Award of \$5,920 to pay for college, graduate school, or to pay back qualified student loans. During service, members receive 10 vacation days and 10 sick days. To learn more about VISTA benefits, visit <https://www.vistacampus.gov/in-service/benefits-service>.

One year position

This is a one year commitment to serve as an AmeriCorps VISTA with United Way of Escambia County or Local Partner Agencies as part of the VISTA ALIGNS program.

Application instructions

To apply, please email a cover letter and resume to:

National Service Manager: vista@unitedwayescambia.org

Please include in the subject line: "Achieve Data Coordinator & Analyst VISTA"

Drug Free Workplace and Equal Opportunity Employer