



CONNECT Learning & Evaluation - AmeriCorps VISTA The Neighborhood Developers, Inc.

Reports to: CONNECT Director

The Neighborhood Developers, Inc. (<http://theneighborhooddevelopers.org/>) creates vibrant neighborhoods where people from all walks of life can thrive. Focused on three cities that abut Boston to the north (Chelsea, Revere, and Everett), TND brings its core strengths -- building homes, engaging neighbors, and fostering economic mobility -- to community partnerships that create thriving families and strong neighborhoods. One of TND's signature initiatives is the CONNECT Financial Opportunity Center, which co-locates and integrates the services of five agencies working together to improve the financial mobility of 4,000 clients annually. See testimonials from our former and current VISTAs at <https://www.connectnow.org/vistas>.

CONNECT offers a range of services to assist families on their journey to financial resilience. The five partner agencies that comprise CONNECT together offer housing counseling, free tax preparation, assistance with public benefits applications, financial education workshops, financial coaching, access to credit-building financial products and mainstream banking services, career counseling / placement, adult basic education (ESL / HiSet), and access to training programs. The program's leadership constantly seeks to improve the mix, method of delivery, and quality of its services to better meet community members' needs.

Job Description

CONNECT is seeking a capable self-starter to provide one year of full-time service as its Learning and Evaluation VISTA starting August 2019. The VISTA will build TND's capacity to collect and manage client performance data using TND's Salesforce database, and to use that data to inform program evaluation and adaptation of programming. This is an ideal opportunity for someone who has good people and analytical skills who enjoys handling data or managing databases. The VISTA will have an opportunity to learn Salesforce.

The following objectives are the focus of the VISTA's work:

1. Collect and analyze a second round of data for our financial education initiative.
2. Work to improve the dashboards for the five CONNECT partners so that each has the most meaningful information on their dashboard.
3. Implement data collection system for a new financial wellness check. Just like visits to the doctor result in blood pressure checks, this financial wellness check will collect information on financial health measures every six months.
4. Improve overall quality of CONNECT data by maintaining/controlling for duplicate entries, and troubleshooting database problems.

To accomplish these objectives, typical activities in a day can include: creating a project plan, creating instructional materials, soliciting feedback/input from colleagues on a draft plan or materials, meeting with external organizations to understand their programs, training colleagues or volunteers on a new



process, running reports, compiling spreadsheets, importing/exporting data, interpreting data, researching best practices, distilling key learnings from conferences and other convenings; creating and monitoring data dashboards; collecting and analyzing internal data; and making recommendations.

Please note this is a VISTA member position, not a staff position. The VISTA member will be supervised by the CONNECT Director and will work closely with the Director of Learning and Evaluation and the staff of CONNECT's five partner organizations. The VISTA (Volunteers in Service to America) program provides full-time volunteers to nonprofit, faith-based and other community organizations to create and expand programs that bring low-income individuals and communities out of poverty. In addition to a living allowance, the VISTA program offers an education award or cash stipend, health insurance, and week-long training in a U.S. city. For more information about AmeriCorps VISTA, see <https://www.nationalservice.gov/programs/ameriCorps/ameriCorpsvista>

Qualifications

Required:

- College degree or relevant work history
- At least 18 years of age
- Excellent verbal and written communication skills
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects
- Thrives in a fast-paced work environment
- Ability to work occasional evenings or weekends (e.g. for focus groups), not to exceed 40 hours/week
- Strong work ethic, a good sense of humor, and a commitment to social justice

Desired:

- Experience working in a diverse multi-cultural community
- Relevant experience in community development / workforce programs
- Database experience, preferably Salesforce
- Bi-lingual English-Spanish (both written and spoken)

To Apply

TND is an Equal Opportunity and Affirmative Action Employer.

Please email a resume and cover letter to sshull@tndinc.org. Applications will be accepted and reviewed on a rolling basis until the position is filled through July 15, 2019.

