**VISTA Assignment Description**

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| **Title:**  VISTA School Data Analyst |
| **Sponsoring Organization:**  Achieve Brown County, located in Green Bay, Wisconsin  **Project Name:** Achieve Brown County  **Project Number:** 17VS189938  **Project Period:**  07/01/2018 – 06/30/2019 |
| **Site Name (if applicable):** |
| **Focus Area(s)**  **Primary:**  Education  **Secondary:** Healthy Futures |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**  Achieve Brown County is a community-wide partnership focused on making sure 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. Our work is grounded in the use of data to identify and improve the systems in our county that will help children in low income families learn and be prepared for higher income jobs in the future. This VISTA project’s goal is to seek, find, develop, analyze and present data that is needed by our Action Teams and other members of our community to support their work to raise children up and out of poverty. **The specific focus of this project is data related to children ages zero through 18, particulary related to their school experience and community supports.** This data development work will include qualitative and quantitative data, through both primary and secondary data collection. Better access to better data will give our community groups the information they need to identify local barriers and create evidence-based solutions. The data will also help community groups create better data-driven grant proposals that will bring more resources to our underserved populations. |
| **Objective #1 of the Assignment *(Period of Performance: July 2018 – June 2019)*:**  The VISTA will develop new datasets, analyses and infographics to improve the ABC system of measures.  **Member Activity:** Participate in the community’s School Success Data Team monthly meetings.  **Member Activity:** Become familiar with existing ABC data for children ages 0 to 18.  **Member Activity:** Search for and discover new datasets to support community work with this age group.  **Member Activity:** Analyze new data and datasets. Look for patterns, trends and correlations relevant to ABC work.  **Member Activity:** Prepare 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 2018 – June 2019):***  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.  **Member Activity:** Attend all Action Team meetings as a Data Support team member. Listen for data needs expressed by community members as they discuss local barriers and potential solutions to increase school success for all children.  **Member Activity:** 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.    **Member Activity:** 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 [Mary@AchieveBrownCounty.org](mailto:Mary@AchieveBrownCounty.org).

Resumes will be accepted until the position is filled.