



AmeriCorps VISTA Announcement

Data & Evaluation VISTA

College Mentors for Kids, Inc.
Indianapolis, IN

Organizational Mission, Vision, and Values

Mentoring transforms lives: we connect kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures. Through our mentoring program, 1st through 6th graders in the community are paired one-on-one with a college student mentor and together they participate in activities focused on higher education and careers, culture and diversity, and community service. Our innovative program focuses on improving the likelihood that elementary school youth will achieve their optimum potential while providing high-quality service and leadership opportunities for college students. We currently serve 32 chapters in 9 states. **Our vision is for all school kids to look forward sooner and be able to give back later.**

We value:

- The power of mentoring
- A devotion to mission, community, and one another
- Belief in the human potential to achieve beyond current circumstances
- The exponential impact of the collective
- Fiscal responsibility
- ‘Awesomeness’ in every effort and interaction

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from July 6, 2021 – July 5, 2022. The VISTA will not be considered an employee of College Mentors for Kids, but rather a volunteer through AmeriCorps. As such, compensation and benefits are determined by AmeriCorps and are standard; they are not set by College Mentors for Kids.

Benefits include:

- A living allowance of \$1,116/month
- Optional healthcare benefits
- 10 personal days and 10 medical leave plus holidays determined by College Mentors
- Relocation assistance
- Child-care assistance
- Upon successful completion of service, your choice of an education award of \$6,345 or cash stipend of \$1,800

VISTAs will work a full-time schedule Monday – Friday. For more information on AmeriCorps VISTA, please visit <https://www.nationalservice.gov/programs/ameri-corps/ameri-corpsvista>.

Data & Evaluation VISTA Position

We are seeking an analytical, organized, and detailed individual to serve as the Data & Evaluation VISTA. This position will collect, analyze, and incorporate data in decision-making throughout the organization to

ensure compliance and effectively measure and evaluate program and organizational success. This VISTA position will report to the Director of Enhancement and Engagement.

Responsibilities and Projects:

- Assist with managing the program database that houses participant information and facilitates the enrollment, screening, training and oversight for volunteers and participants. This includes:
 - testing and implementing new features
 - ensuring compliance and consistency in data-input and reporting
 - pulling reports and analyzing data
- Assist with short- and long-term data and program evaluation efforts through research, data collection and analysis, surveys, and focus groups
- Keep informed about trends, best practices, and industry standards relevant to organizational needs to help the organization make well-informed, research-based decisions. Create research briefs for the team on relevant issues
- Identify opportunities to increase efficiency through technology and assist with any relevant implementation
- Other opportunities and responsibilities which support the overall mentor program and organization

You would be a great fit for this role:

- You enjoy collecting, analyzing, and interpreting data for varying audiences and have a strong attention to detail, ensuring accurate representation of data.
- You enjoy holding volunteers accountable and helping them succeed.
- You are data driven and are passionate about helping others use data to make good decisions.
- You are inquisitive and enjoy staying current on industry trends and best practices.
- You are a strong communicator, utilizing both verbal and written skills.
- You are comfortable using Excel, databases, and other tools to manipulate, understand, and communicate relevant data.
- You enjoy taking initiative and managing multiple projects at the same time.
- You enjoy working both independently and as part of a team.

Application Instructions

Please note that in order to be considered for this position, you **must apply through the AmeriCorps website**. No applications mailed or e-mailed to our office will be considered. Follow these steps to apply:

- Go to: <https://my.americorps.gov/mp/listing/publicRequestSearch.do>
- In the “Program Type” drop-down box, select “AmeriCorps VISTA”
- In the “State” drop-down box, select “Indiana”
- In the “Program Name” search box, type “College Mentors”
- Click on the Data & Evaluation position listing and then at the bottom click on “Apply Now”

We will review applications on a rolling basis and will make an offer as soon as we find an ideal candidate. We encourage applicants to submit their application as soon as possible.

Additional details regarding College Mentors for Kids may be found at www.collegementors.org. Equal Opportunity Employer.