



AmeriCorps VISTA Announcement

Alumni & Development Data VISTA

College Mentors for Kids, Inc.
Indianapolis, IN

Organizational Mission

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.

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from June 6, 2022 – June 5, 2023. 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 \$1,250/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 \$6,495 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>.

Alumni & Development Data VISTA Position

We are seeking an analytical, organized, and detailed individual to serve as the Alumni & Development Data VISTA. This position will prioritize maintaining strong data through the organization's donor database by implementing processes to ensure accuracy, supplementing existing protocol for data entry, collecting alumni information, and ensuring the system is utilized to achieve optimal effectiveness in fundraising. This VISTA position will report to the Development Director of the Mid-Atlantic Region.

Responsibilities and Projects:

- Help manage the organization's donor database by understanding and enhancing database protocol, committing to ongoing data clean-up, and utilizing existing data for reports, mailings, and metrics
- Research best practices on maintaining strong data and suggest opportunities to implement additional processes to ensure accurate data

- Take advantage of trainings and forums to understand new or otherwise unused features of the software and collaborate on how to become more efficient by utilizing new features or processes
- Oversee collection of new alumni data through surveys, end of year collection, research via LinkedIn, and outreach
- Collaborate with the Volunteer Support & Stewardship VISTA and other staff to determine how to collect data for graduating seniors and implement the plan during the spring semester
- Other opportunities and responsibilities which support the overall mentor program and organization

You would be a great fit for this role if:

- You are excited to take a deep dive into learning a donor database and how to manage and maintain accurate data.
- You have a strong attention to detail and care about ensuring accurate data.
- You are data driven and are passionate about helping others use data to make good decisions.
- You enjoy research and are creative in fact-finding and information gathering.
- 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 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 Alumni & Development Data 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.