



AmeriCorps VISTA Announcement

Data & Evaluation 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 31 chapters in 10 states.

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from for the 2023 year. The estimated start date is March 14, 2023, but it can be flexible based on the applicant in accordance with available VMO dates through AmeriCorps. 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 \$17,600 annually, paid bi-weekly
- 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 \$6,895 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/ameriCorps/ameriCorpsvista>.

Data & Evaluation VISTA Position

We are seeking an analytical, organized, and detailed individual to serve as the Data & Evaluation VISTA. This position will collect and analyze data to ensure compliance and the integration of data into decision-making for the organization, resulting in effective program measurement and enhancement. This VISTA position will report to the Director of Enhancement and Engagement.

Responsibilities and Projects:

- Track information in the program database and manage follow-up to support accurate data collection and participant safety
- Assist with evaluation and assessment by building upon previous short- and long-term data & evaluation efforts to ensure effective collection and analysis of the program

- Using a variety of data collection methods, including surveys, focus groups, research, and internal systems and information, compile information and dissect it into usable data points for the organization
- Identify best practices, new research, or software and technology that would make the organization more effective
- Other opportunities and responsibilities which support the overall mentor program and organization

You would be a great fit for this role if:

- You enjoy collecting, analyzing, and interpreting data for varying audiences and have a strong attention to detail, ensuring accurate representation of data.
- 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.