



Title: Data Coordinator (VISTA), Milwaukee Succeeds

Project Start/End: August 3rd, 2020 – August 2nd, 2021

Goal of the Project: Milwaukee Succeeds is a community-wide partnership, grounded in collective impact, whose aim is to ensure success for every child, in every Milwaukee School, cradle to career. Our partnership consists of representatives from over 300 local organizations, working in networks to identify, align, and scale strategies that will change the system of education in Milwaukee to work for all students.

This project will help build capacity in the three (3) primary domains in which data plays an essential role: an enterprise-wide data management system, goal area data, and data usage. Having effective systems in place to move these domains forward related to standardization, supportive research, and communication is critical to our work of improving education practices, and ultimately outcomes, across Milwaukee.

Project Objectives include:

- Complete Milwaukee Succeeds and VISTA onboarding
- Improve data management practices as well as enterprise-wide research and data support
- Develop a data structure used to enhance data literacy and use among networks and community partners
- Support the use of data to communicate initiative activities and results to drive toward systemic change

Project Objective #1 (Aug 2020)

Complete Milwaukee Succeeds and VISTA onboarding.

Member Activities:

- Attend AmeriCorps VISTA Pre-service Orientation
- Complete Milwaukee Succeeds VISTA onboarding plan
 - Meeting key stakeholders
 - Attending goal area and enterprise-wide meetings, and one-on-one meetings focused on onboarding processes.
 - Develop a work plan with the assigned supervisor
- Complete Greater Milwaukee Foundation (GMF) onboarding meetings with department heads in order to better understand the mission, its place in the community and understand how community foundations operate.

Project Objective #2 (Sept 2020 – Aug 2021)

Improve data management practices as well as enterprise-wide research and data support.

Member Activities:

- Complete orientation of Milwaukee data and research sector and data procedures within Milwaukee Succeeds.
- Collaborate with Milwaukee Succeeds staff to assess the current data and research needs of active networks and community partners. Design projects that meet such needs.
- Develop improved data management practices for goal areas. This may include the creation of templates, tracking processes, and conducting training as needed.
- Assist with recruitment and training new data volunteers, as needed.

Project Objective #3 (Sept 2020 – Aug 2021)

Develop a data structure used to enhance data literacy and use among networks and community partners

Member Activities:

- Assess the current need for a data portal that is easy to access and is user friendly among networks and community partners.
- Develop procedures to consolidate and standardize data across networks
- Create and deploy a sustainable network management system for tracking partners and contributions.

Project Objective #4 (Sept 2019 – Aug 2020)

Support the use of data to communicate initiative activities and results to drive toward systemic change

Member Activities:

- Track and observe trends in our indicators and communicate this through visualizations.
- Work with the Communications and Community Engagement Coordinator to create and deploy communications plans needed to promote or advance data-related work with relevant stakeholders.
- Develop content and visualizations for the Milwaukee Succeeds website that reflects the annual report.
- Collaborate with Milwaukee Succeeds staff to create data-related portions of reports.



Click on [Application Instructions](#) to apply.

Program Benefits: Living Allowance, Choice of End of Service Award*, Relocation Allowance, Health Coverage*, Onsite Fitness Center, Child Care assistance (if eligible), Professional Development Training, Non-competitive Eligibility

Terms: Permits working at another job during off hours, Permits attendance at school during off hours, Car recommended

* Visit <http://www.vistacampus.gov/healthcare> for details about AmeriCorps VISTA healthcare benefits

* Visit <https://www.vistacampus.gov/members/benefits-of-service/end-of-service> for details about End of Service Award

About AmeriCorps VISTA: AmeriCorps VISTA is a National Service Program operated by the Corporation for National and Community Service. VISTA's mission is to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative, and financial capacity of organizations. Click [HERE](#) to learn more about the AmeriCorps VISTA Program.