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Community Data Analyst – VISTA Member

Interested in cutting-edge community development and neighborhood revitalization?

Passionate about supporting groundbreaking community development and affordable housing? Do you hope to be a vital member of a mission-based organization making valuable contributions to communities? If so, we have a year-long opportunity for you!

We have partnered with AmeriCorps VISTA (**V**olunteers in **S**ervice to **A**merica) to offer a one year service learning opportunity for you to bring your passion and perseverance where you can have an impact. You will be working alongside community members to advance local solutions.

What you'll do

As a Community Data Analyst VISTA, you will assist in our effort to create visibility and enhance awareness of the extraordinary work we do. Your work will potentially result in an improved policy and regulatory environment that will help reduce poverty and increase intergenerational wealth. Working with our Community Asset Preservation Corp. (CAPC) team, you will:

- Provide on-going oversight of community data collected to ensure that data is complete and accurate.
- Update properties as needed by linking to the appropriate geographies for community level data analysis.
- Create a plan for keeping data current and relevant on an annual or quarterly basis with feedback from staff, develop protocols and systems for updating and using the community develop data collected.
- Develop a process for collecting and incorporating historic data with a focus on data trends and those data points that are included in the CAPC Social Impact score.
- Analyze current strategy used by CAPC staff to determine whether the current store is providing reliable analysis and if there are missing pieces of the CAPC mission that are not being captured.
- Participate in CAPC staff meetings and report on community impact on the property and aggregate level.
- Work with staff to provide community level and property level data for marketing materials.
- Work with Director of Operations to develop an outline of how data is entered, managed, and used at the organization.
- Begin to develop contact and information needed in the Data Standard Operating Procedures document.

While you will work with our Community Asset Preservation Corp. (CAPC) team, you will also play a critical role in enhancing our overall infrastructure to effectively manage and sustain our policy- and systems-building efforts by expanding our ability to conduct data-driven research. The byproducts and impact of your work as a member of this invaluable VISTA team will live well beyond your time here with NJCC. Your work will enable NJCC to significantly expand its role as one of New Jersey's foremost thought leaders in community development.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Have a passion for community service and a strong customer service attitude.
- Be curious and independent.
- Have completed some college level coursework in Communications, Marketing, Journalism, Urban Policy or Planning, Economic Development, or related courses.

- Have demonstrated writing skills, ability to translate between English and Spanish is preferred
- Be experienced with social media platforms and website development.
- Have superb interpersonal communications skills and the ability to establish rapport with diverse groups easily.
- Be able to demonstrate proficiency with Microsoft office and Adobe Creative Suite.

What else you'll need to know

At our core, New Jersey Community Capital (NJCC) is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment. At NJCC, we are always looking for great people to join our team. Our fellowship program accepts applicants on a rolling basis and targets current undergraduate or graduate students.

We are all about taking a comprehensive approach to transforming New Jersey's underserved communities. NJCC specializes in providing flexible, hands-on financing to nonprofits and other mission-driven entities, empowering them to grow and thrive. We provide an array of services to our borrowers, including financial training and portfolio management.

Each year, NJCC and its affiliates provide millions of dollars in capital and substantial technical assistance to support the revitalization of communities across the state. These efforts provide quality housing, early care, education, and employment to thousands of low-income people. NJCC has also emerged as a national leader in developing creative strategies to reverse the distress created by the foreclosure crisis, implementing large-scale programs to acquire and redevelop vacant homes, modify nonperforming mortgages, and infusing flexible capital into collaborative community-level efforts to stabilize blighted neighborhoods.

NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Check us out at www.newjerseycommunitycapital.org

Compensation

AmeriCorps VISTA provides a living allowance to cover the cost of food, housing, and other basic necessities during your service. Amounts are low because you are expected to live at approximately the same economic level as the people you are serving. The living allowance stipend for this position varies based on location but starts at an annual allowance of \$14,136 paid bi-weekly. (Federal income tax deductions are withheld from the living allowance. No state, county, or city tax deductions are withheld. However, you are responsible for paying those taxes, as appropriate.) AmeriCorps provides options for health care benefits, child care benefits, and a relocation allowance. Additionally, each member is eligible for either an Education Award of \$5,920 or an \$1,800 cash stipend at the end of the full year of service.

To Apply

If this exciting opportunity appeals to you, please apply at the AmeriCorps VISTA site:

<https://my.americorps.gov/mp/listing/viewListing.do?id=80286&fromSearch=true>