**The Food Bank AmeriCorps VISTA Description**

**Title:** Data Development Specialist VISTA  
**Classification:** AmeriCorps VISTA  
**Supervisor:** Programs Coordinator

**Summary:**
The Data Development Specialist will work with our Programs team to help assess the efficacy of the assistance we provide every month. They will create a procedure for The Food Bank as a whole to pull information consistently across departments, and help our local partners evaluate their community impact and highlight the needs of their own community. To do so, the Data Development VISTA will create data definitions and methods for performing data research, track program progress, and assist pantries in the collection of data. The Food Bank is a drug-free work place and equal opportunity employer.

**Minimum Qualifications:**
- Bachelors Degree  
- 18 years or older  
- U.S. citizen or permanent resident  
- General computers skills  
- Communication  
- Team work

**Duties:**
- Learn the various programs The Food Bank administers throughout our service area to more fully understand our mission and how reporting fits into daily operations  
- Assist in data collection and entry of monthly assistance records for programs such as SNAP Outreach, Mobile Pantries, and Partner Assistance for more clear understanding of community impact and effectiveness  
- Coordinate and oversee feedback loops for partner pantries.  
- Develop a “data dictionary” to clarify outcome measurement for more efficient and effective strategy for community impact

**Benefits:**
Childcare assistance if eligible, Education award upon successful completion of service  
Living Allowance, Health Coverage*, Relocation Allowance if eligible, Training, Choice of Education Award or End of Service Stipend

*For details about AmeriCorps VISTA healthcare benefits, please visit: [http://www.vistacampus.gov/healthcare](http://www.vistacampus.gov/healthcare).

**To Apply:**
Submit an Application here: [Data Development Specialist](#)