AmeriCorps VISTA Data Systems Coordinator

ABOUT AMERICORPS VISTA
Being an AmeriCorps VISTA member is about making a tangible difference for communities and individuals dealing with some of our Nation's biggest challenges: poverty, inequity, homelessness, and lack of access to education. VISTA members help to build the capacity of organizations that are working to alleviate poverty all across the country. As a VISTA member you will serve in a project identified and managed by the community while earning a modest living allowance that reflects the income level of the community where you're serving. Read more about member benefits here.

If you're interested in the Table to Table position, please submit your resume and cover letter to Nicki Ross at Table to Table at hr@table2table.org

POSITION POSTING
Help an established and growing hunger relief/food rescue nonprofit improve their data systems by leading them through a software upgrade process. With support of management and advisory team, establish goals and features of the new software, research and recommend options, and then support the team through transition to the selected data solution.

See Table to Table through the biggest single technological improvement in 25 years. Staff and leadership are excited for the opportunities new technology and software will bring. In this role, you'll learn our current systems to track food donations, food delivery, volunteers, and financial donations. You'll use that experience to define features for a new system, present options from your research, and then dig in to helping the team implement the new solution. You'll act as liaison between T2T and our software vendor, you'll advise staff on features and possibilities, manage the implementation and develop training guides to ensure the organization is well prepared to continue on once the VISTA term is complete. Lead a team through an incredible change opportunity; help us better share the story through data; and build stronger connections between the hunger relief network in Johnson County. Be a part of delivering 2.5 million pounds of fresh, healthy, recovered food to 19,000 people in our community.

AmeriCorps VISTA Data Systems Coordinator

POSITION DESCRIPTION

The VISTA Data Systems Coordinator will utilize their experience with technology, data entry systems, and project management to implement a replacement for current systems used to track volunteers, rescued food collection and distribution, partner impact, and financial donations. Learn existing systems, lead an advisory group, complete systems research, and recommend a cross functional data solution. Prepare current data for the new implementation. Identify timelines and serve as the liaison between staff and software vendor to manage the design and implementation process. Develop user trainings for new software system. Conduct community outreach and engagement with partner stakeholders and develop reporting to meet their identified needs. This service opportunity is the lynch pin to the success of the most critical organizational improvement of our 2021 strategic plan.

POSITION OBJECTIVES

Objective 1: Pre-project assessments and research: learn current systems, establish advisory group, complete systems research, and recommend a cross functional data system solution.
- In collaboration with staff, conduct an organizational needs assessment to identify and catalog current systems and define needed features.
- Perform data entry related to the volunteer management, food collection, and fundraising systems to identify necessary functions to maintain and barriers to address
- Convene advisory group to gain expert feedback on feature and functionality priorities.
- Research software and present options with associated features, budget, and implementation timelines.
- Create RFP template and seek request for proposals from candidate vendors

1-5 Objective 2: Planning and Data Preparation: Develop timelines and prepare current data and systems for the implementation.
- Create a project plan for implementing selected software
- Utilizing advisory group input define final scope and expectations that are possible within budget and time constraints
- Monitor and track data errors in the current system. Validate and correct current data accuracy.

- Develop entry standards to improve processes before implementation of new systems

5-8 Objective 3: Manage design and implementation with vendor
- Manage the design process with vendor, seek input from staff and maintain communications between all stakeholders throughout the process.
- Keep stakeholders and vendors on track with the implementation timeline
- Manage the data transition from old systems to new software.
- Validate data and prepare stakeholders for go-live.
- Develop workflows in new software that match established needs of volunteer, food rescue, and fundraising programs
- Create forms to collect ongoing stakeholder information and serve functions of previous systems including volunteer applications, donation forms, and partner stakeholder surveys.

6-10 Objective 4: Develop administrator and user trainings for new software system.
- Train staff administrator on developer and administrator functions
- Develop training manual for and work one-on-one with staff users to train them on their specific software functions.
- Write training curriculum for volunteer users to track food rescue data during their volunteer shifts
- Write training curriculum for ongoing data entry and administrative support volunteers.

10-12 Objective 5: Conduct community outreach and engagement with partner stakeholders and develop systems to meet their identified needs.
- Survey partner stakeholders to determine how they can best utilize food rescue and community hunger relief data available in the system
- Develop reporting tools to provide meaningful data to the hunger relief network