

## St. Louis Promise Zone VISTA Assignment Description (VAD)

### Research and Data VISTA

The Promise Zone program is a federal initiative led by the White House to address the significant poverty that many communities face today, and to ensure that everyone has access to equal opportunity. This program has support from several federal agencies, including the U.S. Department of Housing and Urban Development.

The St. Louis Promise Zone was announced in 2015 during the second round of designations. The designation includes roughly 200,000 residents, 28 municipalities, 11 St. Louis City Wards, 4 County Council districts, and 7 School Districts. Poverty Rates in this area are 35.48% and an Unemployment rate of 20.91% (as of 2014).

The work of the Promise Zone is focused on six key areas: increasing economic activity, reducing serious and violent crime, improving educational outcomes, creating sustainable mixed-income communities, improving health and wellness, and workforce readiness.

### Objective Description

The St. Louis Promise Zone Research and Data VISTA will have a key role in advancing the development of the Promise Zone Initiative through research and data collection.

### Member Activity

- Support ongoing data collection efforts across all Promise Zone committees
- Develop the infrastructure and protocols to disseminate information to anchor institutions, City leadership, businesses, area non-profits, philanthropic organizations, and the residents about impact and outcomes
- Manage professional development and training activities for implementation and support partners around data collection and evaluation.
- Field inquiries from external agencies as it relates to Promise Zone; provide answers or refer individuals to the appropriate channels
- Maintain and systematize yearly and quarterly updates to Promise Zone data tracking sheets for the Promise Zone, with emphasis on efficiency and ease.
- Search for and add new updates to Promise Zone data sheets and dashboards as they become available. This includes a “master list” of metrics identified by the Implementation Team and separate data dashboards for each committee and/or; working group that comprises Promise Zone Partnership.
- Research and develop new methods and sources of data collection, analysis, and presentation, using customizable U.S. Census software like Census Explorer, along with third party apps.

- Develop new metrics based on local data which have the ability of helping inform the Implementation Team and Leadership Council of key activities, progress, and impact in the Promise Zone.
- Develop two training opportunities on key topics related to data collection and evaluation
- Meet with Working Group facilitators to discuss current and prospective collaborative initiatives and how new metrics and analysis can inform the committees of community needs for new programs and policy changes.
- Collect new metrics as necessary and create new methods of presentation to tell the story and current status of important issues in the Promise Zone.
- Support the development and implementation of any surveys needed to inform the work of the Promise Zone.
- Publish bi-monthly Policy Briefs, to be distributed to Promise Zone partners, with the intention of joining the gathered data and policy research to show how potential collaborative initiatives and programs could affect the Promise Zone future.

#### Vista Qualifications

- Bachelor's Degree from an accredited four year college or university with emphasis in communications, business or nonprofit administration
- Solid understanding of fund development principles & ethics
- Excellent computer skills solid knowledge of Microsoft Office
- Strong analytical and expository writing skills
- Excellent written and verbal communication skills
- Ability to meet deadlines and manage multiple projects with attention to detail
- Ability to work independently and as part of a team

#### Additional Skills

- Research
- Communications
- Office administration
- Leadership
- Grant Writing/Editing
- General Office Skills
- Social Services
- Team Work

To apply for this position please go to the [AmeriCorps website](#) and search St. Louis Promise Zone.