

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Data Management & Integration AmeriCorps Vista

Overview:

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with pro bono attorneys, we bring high impact litigation; lead and support national, state, and local advocacy campaigns; and educate providers, advocates, and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors, secures education rights for children experiencing homelessness, and protects human rights and dignity by challenging laws that criminalize homelessness.

This VISTA project will increase the number of communities using the right to housing solutions to end and prevent homelessness, promote understanding among audiences of the harm of policies that criminalize homelessness, and uphold the educational rights of children currently experiencing homelessness. Dozens of communities, in at least 10-15 state and/or local jurisdictions, will benefit from our campaign goals related to housing and education issues. VISTA volunteers will contribute to the goals of the project by performing activities such as database design and tracking, developing our network, and building organizational capacity to extend beyond the Campaign.

This is a one-year, full-time AmeriCorps VISTA position, hosted at the Law Center. AmeriCorps VISTA provides a modest living stipend, as well as an education award or a post-service stipend upon completion of service. For specific information about the AmeriCorps VISTA program, visit

<https://www.nationalservice.gov/programs/ameri-corps/ameri-corps-programs/ameri-corps-vista>.

Vista Responsibilities:

The Data Management and Integration Vista member will expand the Law Center’s tools and capacity to strengthen relationships with current supporters, develop and grow new connections, and build sustainability in integrating data in support of our Campaign and programs.

- Survey, map, and assess existing data management systems currently in use, including the program database developed by previous VISTA members, as well as other data systems within the Law Center;
- Identify issues with current systems, including duplication and gaps;
- Research and analyze potential data management and integration solutions to bring together the existing VISTA-built program database with other departmental data systems;
- Manage data migration, including training of staff, and creating process documentation;
- Continue to advance databases and resources developed by previous VISTAs by using transition memos left by those VISTAs.

Qualifications:

- Commitment to social justice and anti-poverty issues; desire to protect the civil and human rights of people experiencing homelessness, to end the criminalization of homelessness, and to support the human right to housing;
- Previous experience with database applications and data entry;
- Previous experience with project management and data mapping a plus;
- Proficiency in Microsoft Office Suite;
- Very strong organizational skills and meticulous attention to detail;
- Strong written and verbal communication skills;
- Problem-solving ability, creative thinking, and the ability to recognize opportunities to strengthen partnerships and systems;
- Ability to work both independently and as part of a team;
- Strong interpersonal skills, with the ability to build relationships and communicate effectively and professionally with diverse populations;
- Experience working on issues related to homelessness is a plus; experience with grassroots organizing, advocacy, campaign management, or movement-building strategies is a plus.

Benefits:

There are numerous other benefits associated with AmeriCorps, including travel stipends, health coverage, and special hiring status for federal employment after the completion of the service year. The VISTA volunteer will also receive a free fitness center membership through the Law Center.

Read more about AmeriCorps VISTA service benefits at <http://www.vistacampus.gov/in-service/benefits-service>.

How to Apply:

To apply, send a cover letter, resume, and writing sample to Deborah Shepard at hr@nlchp.org. In the subject line of your email, include “**Data Management & Integration Vista**” along with your first and last name. No phone calls, please.

hr@nlchp.org
<https://nlchp.org>

If you are not already registered with AmeriCorps VISTA, you will need to complete the online application through the AmeriCorps VISTA website for an in-person interview for this position. The Law Center is an Equal Opportunity Employer. Persons of color, LGBT persons, persons with disabilities, and persons who have experienced homelessness are especially encouraged to apply.