



SERVE LEARN EARN

Serve Earn Learn Data & Engagement Manager

Reports To: Serve Learn Earn Director

Position Status: Full-time, Year-Round

Position Start: Position open until filled

Exemption Status/Reason: Exempt

Who We Are

Serve Learn Earn (SLE) is a workforce development collaboration among four nonprofits – Vermont Youth Conservation Corps (VYCC), ReSOURCE, Audubon Vermont, and Vermont Works for Women – dedicated to enhancing, and increasing the number of, paid service and training opportunities in Vermont. We believe that paid training and service offers a supportive community to participants, provides clear and accessible career pathways, and are an essential economic strategy for Vermont.

SLE partners currently enroll over 600 participants throughout Vermont each year; this number continues to grow. Though complementary, the participant demographics, locations, duration, and learning outcomes of each organizations' programs differ. These differences are a foundational strength, allowing SLE to reach a broad swath of Vermont communities.

Position Overview

Serve Learn Earn is looking for a Data & Engagement Manager (DEM) to play a key role in shaping and enhancing the way we use data to evolve and grow our workforce development collaborative. A successful DEM will work with staff across four organizations to enhance our ability to share our story and the impact of our work together. This person will bring technical knowledge and know-how to build capacity at the SLE-level, as well as within each organization.

The data sets we work with include but are not limited to: programmatic training and service outputs, participant demographic data, and short- and long-term employment, education, and career trajectory data. The DEM will work with all SLE partners to streamline and successfully execute programmatic data dissemination, collection, analysis and reporting processes. This work will support our learning and continuous improvement efforts, internal and external reporting and decision making.

Serve Learn Earn is a program of Vermont Youth Conservation Corps. The SLE DEM will be a VYCC employee and will report to the SLE Director.

Essential Functions

Data Collection and Analysis

- Streamline and assist with programmatic data collection, providing additional capacity to partner staff



- Assist with the improvement and enhancement of the current SLE data collection and analysis process; including leading the evolution and management of our database
- Develop new data tools including researching additional technology needed for collaborative data storage, sharing and analysis

Data Reporting & Communication

- Partner with SLE Director to create high quality reports for constituents including VT State Legislature, funders, and program partners
- Fulfill internal programmatic data requests from partners
- Participate in the data working group, preparing agendas and other internal documents to promote learning and program growth
- Engage stakeholders through data-informed campaigns to raise awareness of SLE

Build Organizational Capacity

- Create and regularly update internal standard operating plans for programmatic data collection and analysis
- Provide technical support to program staff to ensure fluid and comprehensive programmatic data collection
- Lead organization-wide teaching and professional development for staff on data systems
- Advocate for a learning and outcomes-focused data culture
- Support data needs across all partners as needed

Special Projects

- Assist SLE director and partners in annual research projects; identifying and access external data sets that may be helpful in research and advocacy projects.

Skills and Qualifications

Studies have shown that marginalized communities – such as women, LGBTQ+ and people of color – are less likely to apply to jobs unless they meet every single qualification. We value both professional and personal expertise in prospective job candidates as well as a passion for the mission. If you're excited about this position but your past experience doesn't align perfectly with every qualification, we encourage you to still apply.

- Proficiency in Excel, e.g., lookups, pivot tables, conditional formatting
- Demonstrated experience and success working with data in CRM systems including File Maker Pro, SQL, Microsoft Access, Apricot, or equivalent
- Excellent oral and written communication skills, with a proven ability to explain technical or data concepts to a general audience
- Experience developing impactful and clear data visualizations and dashboards for internal or external constituents in Tableau, PowerBI, or Excel
- Data visualization and/or graphic design knowledge with either experience in or willingness to learn graphic design software such as Canva



- Highly collaborative and ability to work in a hybrid workplace and with a geographically dispersed team
- Exceptional ethics, integrity, good judgment and ability to maintain confidentiality
- Ability to identify sticking points and to creatively problem-solve with others to build agreement

Our Workplace

This position is hybrid with in-person work occurring at the four SLE partners in Chittenden County:

Vermont Youth Conservation Corps, Richmond, VT

ReSOURCE, Williston, VT

Audubon Vermont, Huntington, VT

Vermont Works for Women, Winooski, VT

We expect the SLE DEM to be in-person for 2-3 days each week, but would be open to other arrangements.

Compensation & Benefits:

- Starting yearly salary for this position is \$55,000 commensurate with experience. Exempt from overtime.
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Simple IRA with matching contribution (once eligibility criteria are met)
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farm stand (organic produce and eggs)

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to Kate Gluckman at kate.gluckman@vycc.org. No calls, please. Position is open until filled.

Equal Opportunity at VYCC

Don't think you meet all of the requirements for the position? Please apply anyway! VYCC is dedicated to building an inclusive, diverse, equitable, and accessible work environment that fosters a sense of belonging. You may be just the right candidate for this role or another one of our openings! VYCC is proud to be an Equal Opportunity Employer.

