

MID CENTRAL COMMUNITY ACTION

JOB DESCRIPTION

Job Title: CIM Summer Vista

Function Level: 1

Supervision Received: Director of Resource and Community Development

Supervision Exercised: None

Job Summary: The CIM Summer VISTA will work with the Resource and Community Development team to execute the 2019 Community Impact Measurement Survey by working in collaboration with volunteer groups, resident leaders, and MCCA staff.

Duties Performed may include:

- Developing a random sample of households in the geographic target area
- Recruiting data collectors
- Developing and conducting training for data collectors
- Coordinating block and parcel observations
- Assisting with data collection, block, and parcel observations
- Coordinating logistics for data collection
- Completing training on the use of the Success Measures Data System (SMDS)
- Data entry using the Success Measures Data System

Job Specifications:

Physical Requirements:

- Ability to move around the office and geographic target area as needed
- Capability to work at a desk and work with files
- Ability to use a computer

Educational Requirements:

- Completed or working toward a degree in a related field of study (English, Marketing, Communications, Business, Administration, Project Management or Public Relations)

Specific Skills:

- Strong organizational skills and attention to detail
- Microsoft software applications (Word, Outlook, Excel)
- Excellent verbal and written communication capabilities
- Ability to communicate effectively with diverse populations
- Professional/Appropriate grooming and dress, as well as office demeanor
- Must have transportation

Availability: June 2019-August 2019