



Move for America Fellowship

Position Description: Minnesota Humanities Center MHC Data Analyst

Project Period: June 2023 - June 2024

Site Name: Minnesota Humanities Center

Location: Hybrid works with 3 days in office and 2 days virtual

Goal of the Project

Sharing the story of the work MHC and its partners do within our community. MHC has a vision of a just society that is connected, curious, and compassionate. These stories shared with communities are one way we engage in this vision.

Project Objectives

- Prepare annual reporting.
- Data Analysis
- Creating dynamic mapping
- Collaborate with partners to generate stories.

Responsibilities

Generate Legacy and NEH Reports

- Work with the Director of Strategic Communication and Director of Development and COO to complete reports to communicate the work with national and state agencies.
- Data research utilizing our MS CRM Dynamic and Blackbaud Altru and Foundant software.
- Set up and conversation with grantee and partner to collect and document stories for reports.

Develop tools to communicate stories:

- Data analyze from our data base to help communicate stories.
- Generate dynamic mapping utilizing Google and ArcGIS Mapping.

This position is offered in partnership with

And will serve full time at



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Eligibility

- Must be 18 years old by start date.
- Must be a U.S. citizen, legal permanent resident, refugee, asylee, or DACA recipient.
- Must be able to commit to a year-long program from June 2023 - June 2024, with a full-time work week (35 hours per week daytime hours, Monday-Friday).
- We welcome applicants from any location, but you must be willing to live and work in Minnesota during the 2023-24 term of service.

Qualifications

Fellows are not required to have had previous job experience. This is an entry level position designed to catalyze your career and leadership development. We do, though, seek the following traits in all Fellows:

- **Curiosity** - genuine interest to learn with and from others
- **Growth** - commitment to continuous learning about self and others
- **Teamwork** - capable of using collaboration and teamwork to achieve goals
- **Community** - desire to work in and with a community and in team environments
- **Accountability** - take responsibility for actions and their impact on others
- **Leadership** - take initiative and demonstrate leadership experience

In addition, we are seeking candidates who:

- Access to transportation to work and with partners.
- Microsoft Office experience
- Database experience
- Excellent written and verbal communication skills.

Living Stipend and Benefits

- \$17,600 annual living stipend
- \$6,000 housing support
- Up to \$1,000 in relocation assistance
- Earn a \$6,895 education award for future education or to repay school loans.

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- Health insurance
 - 80+ hours Inclusive Leadership & Community Engagement training
 - Professional and peer mentorship
 - [Find all AmeriCorps VISTA benefits here](#)

About the Fellowship

The Move for America Fellowship, in partnership with AmeriCorps VISTA, is a paid, 12-month immersive service learning experience grounded in community engagement. Move for America Fellows build the capacity of community-based organizations by convening diverse community voices in decisions that affect their lives.

All Fellows participate in our Inclusive Leadership training program, which includes over 80 hours of learning together with your cohort of Fellows, focused on intercultural communication, navigating conflict, engaging communities, and professional growth.

Commitment to Inclusion & Equal Opportunity Employer

Move for America's mission is to bridge divides and strengthen civic dialogue. We work to create an inclusive and thriving society where all voices matter and where no person is marginalized for their identity. Move for America is an equal opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected statuses. We believe our differences make us stronger and encourage all interested candidates to apply. [Read our full Commitment to Inclusion and Equal Opportunity Employer Statement here.](#)

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