



ADVOCACY FELLOWSHIP- DATA DASHBOARD Apple Corps Service Fellow Announcement

About Apple Corps:

Apple Corps Leaders Program is a new fellowship initiative designed to provide service opportunities for individuals who are passionate about leading the effort to eliminate hunger throughout our community. The inaugural class of Apple Corps Fellows will complete short-term service project that will build capacity for the Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA).

Timeline:

This is a three month service opportunity and will launch in either December 2019 or January 2020

Position Overview:

Under the direction of the Director of Programs, the Apple Corps Service Fellow is requested to assist the Programs Department of the Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA) in developing a data dashboard for tracking performance benchmarks and metrics on a monthly basis.

This person will help us to establish the framework for integrating data into our daily work at FSEVA, thereby empowering us to make data-informed decisions as we continue to grow our programs. Additionally, the data dashboard will allow the Programs team to monitor progress towards benchmarks on a monthly basis, which will allow for more effective management of the programs and agency resources.

The monthly data dashboard will also allow other departments in the agency to share accurate and up to date data with funders, donors and volunteers about the impact of our services.

Duties:

- Identify the data warehouses that currently exist within FSEVA, including their limitations and capabilities to extract data.
- In conjunction with the Programs Team and Senior Leadership, identify the key data points and metrics to be included in the Dashboard and at what frequency.
- Determine the most appropriate method for compiling the data (e.g. excel) to ensure staff can continue running the report without specialized knowledge or skills.
- Build a Dashboard Data Report that can be easily understood and analyzed by FSEVA staff.

3 Month Timeline:

- **Month 1:** Orientation to FSEVA data warehouses (e.g. CERES and L2F) and external data sources that could be utilized for points of comparison (e.g. Feeding America). Meet with FSEVA Programs and Senior Leadership staff to identify not only those metrics required by funders/grants, but also those metrics the team identifies as needed to manage programs effectively and evaluate the efficacy of our services.
- **Month 2:** Design and build the Dashboard using Excel or other readily available software. Begin to test the report and share the results with the team and leadership for suggested revisions and accuracy.
- **Month 3:** Convene a working group of staff to train on how to run the report and determine if/how the framework could then be replicated in other departments.

Estimated Number of Hours: 20 hours per month

Benefits:

Apple Corps Service Fellows will receive a cash stipend as a general contractor per the following schedule: Three month project \$1,667.00 (\$555.67 per month)

Payments will be paid in monthly stipends. A federal tax Form 1099 will be issued to each participant for the amount paid for each calendar year.

Individuals will also receive Foodbank branded apparel, such as polo shirts, sweatshirts and jackets, to wear during their service hours.

Requirements:

Individuals who are 18 years or older with a high school diploma may participate as an Apple Corps Service Fellow.

Ideal candidates for this initiative are individuals with past professional experiences who can serve as skills-based volunteers, college students seeking to gain professional skills in leadership and project management, and SNAP beneficiaries who desire on-the-job training that will create career pathways for economic mobility.

The ideal candidate will be enthusiastic about working with data to propose solutions to public problems. It is preferred that he or she has previously taken or is enrolled in classes related to the following fields:

- Community analysis
- Qualitative, survey and mixed method approaches to policy
- Statistics and data in public policy

Preferred candidates may also have previous experience such as (but not limited to):

- Project Management Certification
- Data Analysis



- Advanced Excel Certification and/or Training

A related college degree is not required.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 290 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2017-2018 fiscal years, the Foodbank distributed nearly 15 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at

<https://foodbankonline.org/strategic-plan/>

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume to orfrecruiting@foodbankonline.org