



**Position Title:** Database and Research Associate  
**Reports To:** Jill Scicchitano, Chief Operations Officer  
**Posted:** September 2022

**Position Start Date:** Mid to late September 2022  
**Position End Date:** August 2023  
**Days / Hours of Service:** Monday – Friday, 8:00am – 5:00pm, rare evening occasions

**Summary**

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the South Bend – Elkhart Regional Partnership.

**Organization Mission and/or Goals:**

The South Bend - Elkhart Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in northern Indiana and southwest Michigan. The South Bend - Elkhart Regional Partnership focuses on a long-term systemic approach to advance the region’s economy by aligning the efforts of various stakeholders around five key areas: educating a world-class workforce, recruiting and retaining great talent, attracting and growing new economy companies in complement to our remarkably strong manufacturing industries, promoting inclusion and sparking opportunities for minorities and helping entrepreneurs thrive. The South Bend – Elkhart Regional Partnership seeks to unify and collaborate so that together, the communities across the region to work together to achieve what cannot be done individually.

**Position Objective:**

The South Bend – Elkhart region is at a critical point in its history, with great attention and energy being focused on creating and sustaining a more resilient region post-pandemic. As efforts continue to expand across the five-counties within the region, the need for clear, accurate, and meaningful data monitoring and communicating is essential. This position will have a significant impact on the way in which the South Bend – Elkhart region makes economic decisions. They will have the opportunity to create systems and digital infrastructure that will inform regional mayors, commissioners, community and business leaders, and higher education institutes.

**Primary Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.*

**Database Development and Management (45%)**

- Develop and update internal database (Salesforce) to reflect standard reporting objectives
- Define, detail, and create standard operating procedures as it relates to data intake process
- Develop reports and dashboards to inform regional economic development decision-making



- Optimize technology to improve efficiencies and eliminate waste, i.e. automating standard processes.

#### Research and Reporting (40%)

- Manage the “Regional Indicators Dashboard” project alongside MBA students to build a uniform and transparent platform for regional leaders
- Standardize research intake requests process and monitor requests
- Develop single point of database capabilities the Regional Partnership has available to stakeholders
- Recommend future database opportunities that would serve the South Bend – Elkhart region.
- Providing research and data to support projects that cover a wide range of topics, including housing, economic resiliency, downtown revitalization, green technology, target sector trends, supply chain analysis, real estate changes, and more.
- Assisting with proposal preparation and marketing materials.
- Assist with the development and deployment of two biannual surveys – “Regional Belonging Survey” and “Wages and Benefits” for the South Bend – Elkhart region.

#### Operational Activities (15%)

- Members will be required to attend and participate in AmeriCorps trainings, team-building events, and reflection activities.
- Support regional engagement by participating in networking and professional development activities (i.e. Chamber or Young Professionals events and Salesforce training)

#### **Training and Experience:**

- Undergraduate degree in economics, finance, statistics, business, or other related quantitative field preferred.

#### **Minimum Physical and Mental Abilities:**

- Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds.

#### **Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data.
- Strong analytical mind is preferred

#### **Language Ability and Interpersonal Communication:**

- Ability to communicate effectively and possess basic conflict resolution skills
- Ability to adapt as a part of a team and willingness to grow leadership skills.
- Effective writing and editing skills
- Strong research skills.
- Ability to perform effectively and independently.



- Responsible, organized and provides attention to detail.
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals.
- Ability to meet deadlines.
- Ability to operate successfully alone and within groups.

**Environmental Adaptability:**

- Ability to serve effectively in an office environment

This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.

**Cultural Competencies and Commitment**

- Entrepreneurial spirit
- Exhibits high integrity
- Ability to be proactive and take initiative
- Demonstrated success working in teams
- Hardworking, humble approach to work
- Consistently provides quality results
- Responsible work ethic
- Demonstrated cross-cultural competency
- Highly motivated by challenges
- Value and vision driven
- Positive can-do attitude
- Well organized habits
- Reliable with a ready-to-help disposition
- Positive approach to problem solving

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education verification. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status, or any other status protected by state or federal law.

**Salary and Benefits**



AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally guaranteed student loans.

Benefits also include medical insurance coverage and professional development opportunities.

**How to Apply**

To apply for this position, candidates should be directed to:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=114083>