



Title: Data Visualization Volunteer
Reports To: Project Manager – Agency Initiatives, Planning and Administration Department
Type: Volunteer
Duration: One-time, Project-based

Position Summary:

Are you passionate about making complex data understandable and visually engaging? This one-time, project-based volunteer opportunity offers a unique opportunity for individuals with a knack for data visualization and a passion for creative problem-solving. Working closely with our Planning and Administration department, you will play a crucial role in transforming raw and disparate data into a dynamic and visually appealing dashboard for Community Action’s Board of Directors.

This role is also perfect for individuals passionate about educational support. You will coach your supervisor on how to effectively use the dashboard in the future to use the project you create! This project aims to enhance the way our agency communicates progress and insights to the Board of Directors, making it an invaluable experience for anyone looking to make a tangible impact through data.

Benefits of Volunteering:

Gain hands-on experience with data visualization tools and software through creative problem-solving in a real-world project, benefiting from flexible hours and the support of an innovative team.

Essential Functions:

Duties & Responsibilities:

- Evaluate current data collection methods and propose recommendations for optimization.
- Design a data dashboard or presentation tool using software like Google Looker Studio, Tableau or Power BI.
- Educate and train the supervisor on utilizing the dashboard for ongoing data reporting.
- Meet weekly with the supervisor for progress updates and collaboration.
- Other duties as assigned related to the project.

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- High school diploma/GED required

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Experience using data visualization and reporting software (e.g. Tableau, Power BI, etc.).
- Strong ability in creative problem-solving and data analysis.
- Strong communication skills for teaching supervisor to use tools.
- Ability to work independently with minimal supervision and as part of a team.
- Must be comfortable working with people of diverse backgrounds and skill levels.

- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken).

Physical Requirements:

Primarily a virtual position; no specific physical requirements.

Mental Requirements:

Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member. Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities.

Environmental Requirements:

- This position is primarily virtual, requiring access to a reliable internet connection and a suitable workspace.
- Weekly virtual meetings during 9-5 business hours for collaboration.

Time Commitment:

5-10 hours per week for a minimum of 3 months (or until project completion). Flexible hours, with the expectation of a weekly 1-hour meeting with the supervisor.

Location:

Remote availability. If meeting in person, our office is 450 Syndicate St North, St Paul, MN 55104. (Office is located on the Green Line train route.)

REGISTRATION INFORMATION:

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html> and email a resume to volunteers@caprw.org

Questions? Email volunteers@caprw.org or call 651-603-5940

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit www.caprw.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.

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