



<b>Job title:</b>	<b>Digital Experience Analyst VISTA</b>
<b>Reports to:</b>	Program Specialist
<b>Schedule:</b>	Full-time
<b>Location:</b>	Salt Lake City, Utah
<b>Closing Date:</b>	Open until filled
<b>Compensation:</b>	\$1,011 monthly living allowance

### **Organizational Overview**

Shelter the Homeless (STH) is a 501(c)(3) nonprofit organization that has three primary purposes:

- 1) Hold land and facilities for the benefit of individuals who are or may be experiencing homelessness.
- 2) Select and monitor service providers for such individuals.
- 3) Foster accountability for public safety in relation to homeless services and for the safe integration of homeless resource centers into the neighborhoods in which they exist.

### **Job Summary**

The Digital Experience Analyst VISTA will serve within Shelter the Homeless – Homeless Resource Centers (HRC). The VISTA member will increase our capacity to provide services by developing a Digital Inclusion program to serve individuals staying at the Resource Centers. The Digital Experience Analyst VISTA will focus on developing systems for data management, analyzing program impact, and developing marketing materials. The member will establish processes to record, track and learn from data to create a sustainable program that will increase capacity, resources and partnerships for the digital inclusion program.

### **Duties & Responsibilities**

The essential functions of the position include but are not limited to:

- Research digital inclusion programs both locally and nationally.
- Develop an assessment tools and surveys.
- Create a data management system for the Digital Inclusion program.
- Develop a strategic plan on how to strengthen operations and engage clients.
- Analyze program impact and provide recommendations.



- Be a part of the Salt Lake Valley Coalition to End Homelessness to bring awareness to digital equity within the homeless population..

### **Minimum Qualifications**

- Full-time service for one year.
- High school diploma/GED
- At least 18 years of age.
- Must pass a criminal background check.

### **Working Conditions and Physical Requirements**

- Duties are generally performed in a typical office environment.
- Ability to view data on a computer screen and/or paper for extended periods of time.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

### **Ideal Candidate Profile**

The ideal candidate will have the following knowledge, skills and abilities:

- Experience with diverse and vulnerable populations preferred.
- Proficient in MS Excel and Word; database experience very helpful.
- Understanding of the causes and responses to homelessness.
- Possess good organizational and time-management skills, demonstrate good judgment, excellent problem-solving abilities and always maintain a professional demeanor.
- Excellent interpersonal and communication skills.
- Friendly and comfortable interacting with internal and external stakeholders and community partners.
- A creative mind with an ability to suggest continuous improvements.
- Ability to exercise discretion and confidentiality.

### **How to Apply**

Submit a resume and cover letter by email to [kristina@homelessutah.org](mailto:kristina@homelessutah.org). Applications will be accepted until the position is filled.