



Women Veteran Data Skills Trainer

Applicants: Please submit resume and cover letter to info@dataelevates.com no later than August 30, 2024.

Job Title: Women Veteran Data Skills Trainer	NSF AISL Project: Broadening Participation of Women Veterans in the STEM Workforce through Service Learning
Reports to: Head of Program Implementation	Start Date: TBD (likely October 2024)
Duration: 25-30 months, with opportunity for a longer period	Location: Remote, preferably based in San Diego, CA
Compensation: \$65,000-\$77,000 per year starting salary, with benefits	

About Data Elevates: [Data Elevates](#) (DE) is a mission-driven social enterprise building modern data systems and skills in underserved communities around the world. We work with social impact organizations, educational institutions, and individuals to strengthen capacity for data use and data-driven decision making. Our team has over 20 years of experience working with governments and social impact partners in three primary areas: 1) community data skills training programs, 2) organizational development for data use, and 3) product development. Our collaborative approach meets partners and communities where they are, whether it be through customized community training programs, coaching for nonprofits, or consulting efforts to meet larger programmatic goals. Our work is cross-sectional, in that we support health, food systems, education, and other program areas through our focus on data-driven decision making, and we work on both international and US-based programs. Overall though, our work goal is to foster sustainable impact through improved use of data, and our employment goal is to foster people through a supportive, mutually-beneficial environment.

About NSF Advancing Informal STEM Learning (AISL): AISL is a National Science Foundation (NSF) research project award Data Elevates (DE) is currently anticipating. Our AISL project, entitled “*Broadening Participation of Women Veterans in the STEM Workforce through Service Learning*”, aims to determine how effectively service learning may be used, particularly through an online environment, to support women veterans in STEM learning, leading to improved economic potential and job outcomes. Along with overall project management, DE will lead the intervention itself, entitled the Impacting Communities Through Data (ICTD) program. This

program focuses on service learning projects, complemented by workshops, with all sessions held virtually. Through the service learning projects, women veterans will build data literacy and visualization skills by implementing actual, community-focused projects for local nonprofits and public agencies. The ICTD program is anticipated to support 200 San Diego-based women veterans across 10 cohorts through its duration. Research for the project, led by our key partner, the University of Houston, will focus on the impact of the ICTD program on women veteran participants.

Job Summary: Data Elevates seeks a highly motivated Women Veteran Data Skills Trainer to support the NSF Advancing Informal STEM Learning (AISL) project, particularly the ICTD program. This position will work with DE staff and consultants to lead content design for and facilitation of the ICTD program workshops across all 10 cohorts. In so doing, the trainer will handle a variety of activities, including: workshop presentations, cohort discussion facilitation, and workshop activity management, along with ICTD program syllabus development, coordination of guest speakers, and collaboration with the Head of Program Implementation (also known as the Principal Investigator on the project) to support overall program management, and other relevant ad hoc activities across the program. The Women Veteran Data Skills Trainer will also need to integrate the workshop designs within both the cohort schedule and the service learning project objectives, development, and timeline.

Responsibilities:

- Training Management - Co-lead ICTD program management with the PI, including workshop design and facilitation, service learning project implementation, and network building within the defined learning platform and framework
- Iterative Improvement - Lead collaboration with the project team, and particularly the PI and Program Improvement Lead, on ICTD program iterative improvement activities
- Content Development - Manage content development for the weekly ICTD program workshops (primarily focused on data literacy, analysis, and visualization) customized to each of the cohorts and the associated service learning projects
- Non-AISL Project Activities - The Women Veteran Data Skills Trainer will have the opportunity to support DE in a variety of activities, based on the person's skill sets and organizational needs. These activities could involve: proposal writing, marketing and social media content development, non-AISL project implementation, and other items.

Skills and Qualifications:

Required:

- Minimum of 5 years of skills training experience, primarily in data-related topics
- Experience developing or implementing asynchronous, virtual courses
- Strong virtual workshop design, presentation, and facilitation skills
- Experience developing dashboards and other data visualizations
- Track record of successfully supporting government or grants-based projects
- Experience coordinating support with a variety of stakeholders and partners

- Strong operations and organizational skills
- Professional fluency in English
- Flexibility in support within the NSF AISL project and in other DE activities
- Willingness to learn and grow

Highly Valued:

- Proficiency in Google Workspace, particularly Google Docs, Sheets, and Forms
- Experience designing with a Learning Management Software (LMS), such as Moodle
- Veteran status preferred
- Experience working with small nonprofits or social impact organizations
- Bachelor's degree from an accredited college or university

Data Elevates is an Equal Opportunity Employer and strongly values diversity among its staff. Women and representatives from underrepresented groups are strongly encouraged to apply.