



Data Management VISTA (AmeriCorps)

Full-Time | 1-Year Service Term | Begins April 6, 2026

Please Note:

- This is not a salaried position. This is a full-time AmeriCorps VISTA service role with Entryway. VISTA members serve for one year and receive a modest living stipend and AmeriCorps benefits. For more information: [AmeriCorps VISTA Member Handbook](#)
- This is a remote position, but VISTA members must reside in one of the following metropolitan areas: Atlanta, Austin, Charleston, Charlotte, Columbus, Dallas-Fort Worth, Denver, Houston, Nashville, Orlando, or Phoenix.

Use Data to Help End Homelessness

At Entryway, we open doors for individuals and families facing situational homelessness to return to economic independence through career training, employment, and housing partnerships.

As our **Data Management VISTA**, you'll strengthen the systems that power this mission. Your work will improve how we track impact, engage partners, and scale opportunity nationwide.

About Entryway

[Entryway](#) is a national nonprofit operating in 11 regional markets. Founded in 2014, we restructured after the pandemic and now operate with the agility and energy of a start-up, while backed by seasoned professionals committed to long-term impact.

Our team works remotely, with weekly all-staff videoconferences that keep us connected, collaborative, and innovative.

What You'll Do

This role is fully focused on strengthening our data systems. You will:

- Become a proficient **Salesforce and TraxSolutions Administrator** through online and staff-led training
- Serve as a lead administrator, dedicating 100% of your time to data management and optimization
- Conduct surveys, interviews, and focus groups with 20+ staff members to assess database needs



- Map system improvements and increase efficiency and adoption
- Develop trainings and how-to guides, policy and procedure manuals, reports and dashboards, data health protocols
- Support integration of marketing or fundraising applications

Your work will directly increase Entryway's capacity to serve participants and engage donors, volunteers, and hiring partners.

Who We're Looking For

You may be a great fit if you:

- Are comfortable with both **technology and people**
- Have experience working with Salesforce or other databases
- Enjoy learning independently in a self-directed online format
- Hold high standards for accuracy and data integrity
- Demonstrate professionalism, discretion, and emotional intelligence
- Thrive in an entrepreneurial, capacity-building environment

To Apply

Send a resume and cover letter to info@entrywaytalent.org or apply online at AmeriCorps here: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=128564>