

STUDENT FACILITATOR FOR CONNECTICUT DATAHAVEN YOUTH ADVISORY COUNCIL

DataHaven

New Haven, Connecticut

ABOUT DATAHAVEN AND DHYAC

DataHaven is a non-profit 501(c)3 organization that directly supports community, academic, government, health care, and institutional organizations throughout Connecticut by collecting, interpreting, and sharing high-quality public information. As an organization with a 30-year-history of public service, DataHaven is also a formal affiliate of the National Neighborhood Indicators Partnership (NNIP), a collaborative national effort by the Urban Institute and local partners to further the development and use of neighborhood information systems in local policymaking and community building.

The DataHaven Youth Advisory Council (DHYAC, final name to be determined) is a youth-led group that serves as the youth advisory board for DataHaven. DHYAC's mission is to educate and integrate youth perspectives into DataHaven's publications with the overarching goal of increasing data accessibility, uplifting youth voices, and preparing youth leaders in the data sector.

DESCRIPTION OF THE ROLE

As a team of two students, the Student Facilitators will help lead the DataHaven Youth Advisory Council (DHYAC), a youth-led group of young people across Connecticut who are interested in data and making it accessible to their communities in enriching ways. As student leaders, they will work closely with DataHaven staff as liaisons to ensure that all meeting initiatives, projects, and activities are aligned with DHYAC's mission and objectives. They will foster a fun and supportive community of youth while setting clear meeting agendas, enforcing time management, and checking in on project progress. They will also perform administrative duties, such as sending calendar invites, maintaining meeting minutes and attendance records, and sending emails. Ideal candidates will have excellent professionalism as well as the ability to motivate a group and connect with diverse students. Candidates should have a strong interest in data collection/analysis/communication and DHYAC's mission statement.

RESPONSIBILITIES

- Provide leadership, ensuring that all initiatives, projects, and activities are aligned with DHYAC's mission and objectives;
- Facilitate meetings;
- Set meeting agendas;
- Ensure progress of team;
- Administrative duties;
- Act as liaison between DataHaven and DHYAC.

MINIMUM QUALIFICATIONS

- Currently residing in CT, with reliable transportation to and from New Haven;

- Ability to participate as a youth council member (i.e., currently a rising high school freshman to a rising college freshman);
- Able to lead bi-weekly (sometimes monthly) primarily in-person meetings in New Haven, from the first week of October to the week of April 19th (about 12 weeks);
- Ability to collaborate with your co-facilitator and DataHaven staff to guide the direction of the council;
- Enthusiasm for the objectives of the youth advisory council.

PREFERRED QUALIFICATIONS

- Experience leading and organizing diverse groups of high school students;
- Experience in a coaching/tutoring role;
- Previous work with community-based organizations in Connecticut and an understanding of the diverse communities that live in these areas;
- Demonstrated interest and knowledge of methods used to analyze, visualize, or describe existing data sets in ways that make them more useful to the general public.

ADDITIONAL INFORMATION AND BENEFITS

- Activities related to this role are expected to require about 3-5 hours per week.
- A stipend will be provided, which will be calculated based on expected time contribution and transportation-related expenses.
- The start date for this temporary role is August or September 2025, and the end date is in spring 2026.
- Help raise awareness of community information, change public policy, and improve your community.

TO APPLY

Please submit your cover letter, and a resume, via email to info@ctdatahaven.org. Due to our small staff size, we are unable to respond to inquiries about this role, and phone calls will not be accepted. The cover letter should explain your interest in the role and describe your relevant experience, as well as indicate your potential availability for bi-weekly meetings throughout the year. The role will be open until filled, but for best consideration, please apply by 11PM on August 10, 2025.