

VISTA Assignment Description (VAD)

AmeriCorps VISTA: Desmond T Stuart	
Member ID: 1476951	Effective Dates: 09/07/2021 - 09/06/2022
Title: CNHED VISTA Leader	
Sponsoring Organization: Coalition for Nonprofit Housing & Economic Development (CNHED) Project Name: Strengthening DC Community Development with VISTA Project Number: 17VSADC002 Project Period: 09/13/2020 - 09/11/2021	
Site Name: Coalition for Nonprofit Housing & Economic Development (CNHE)	
Focus Area(s) Primary: Economic Opportunity Secondary: Capacity Building	

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: Now that CNHED's program has successfully run for three years, we are looking to streamline program management and expand our current VISTA program offerings. In addition to managing and leading the VISTA Strong Communities initiative and strengthening the capacity-building efforts of CNHED, the VISTA Leader will ensure that effective systems, policies and procedures are in place to ensure the sustainability of the program. Additionally, as we begin to recover from the pandemic, the VISTA Leader will focus on standardizing the program's approach to training, professional development and host-site support. All of this work is aimed to ultimately serve our members (host sites) through the VISTA Strong Communities program, strengthening their

Objective of the Assignment

Familiarize yourself with CNHED's VISTA Strong Communities Program, the current host sites, and the current cohort. Evaluate current programs and create new policies and procedures to streamline management and prepare for expansion.

Member Activity (08/02/2021 - 08/31/2021): Review transitional and sustainability materials developed by prior VISTA Leaders. Meet and build relationships with current cohort and site supervisors.

Member Activity (08/02/2021 - 08/31/2021): Establish a regular check-in and professional development/training schedule with VISTA members and site supervisors to ensure success, provide support for problems, and connect to ongoing professional development and job resources; collaborating with CNHED staff as appropriate.

Member Activity (08/02/2021 - 08/31/2021): In collaboration with the program director, develop and execute a reporting plan, ensuring to capture the data needed for CNCS reports. Synthesize raw reports into a cohesive narrative and summary of data points to use for both reports to the board and CNCS grant reports.

Member Activity (08/02/2021 - 08/31/2021): Review program's current structure, policies, procedures and materials against industry best practices and similar programs. Research improvements and new tools that can be implemented to streamline project management. In collaboration with the program director and other CNHED staff (as needed), execute these program management changes.

Objective of the Assignment

Recruit, onboard and support CNHED members who express interest in hosting a VISTA member in the upcoming cycle and assist site supervisors with the development of position descriptions and VADs.

Member Activity (09/01/2021 - 09/11/2021): Develop and execute a promotional strategy including, but not limited to, regular email communication, website and social media promotion, and information sessions to recruit new host sites.

Member Activity (09/01/2021 - 09/11/2021): Update existing selection documents to reflect current program goals and volume of applicants. In collaboration with the supervisor, evaluate host site applications, select host sites, and submit a summary of selected sites and proposals to CNCS for preliminary vetting.

Member Activity (09/01/2021 - 09/11/2021): Refine existing training curriculum for host sites and conduct a one-day training orienting supervisors to the VISTA program.

Member Activity (09/01/2021 - 09/11/2021): Collect and review VADs and Service Listings submitted by host sites. Work closely with site supervisors to ensure language and activities are compliant with CNCS policies. In collaboration with supervisor, review final VADs/Service Listings and submit to CNCS.

Objective of the Assignment

Recruit, onboard and support new VISTA members for the incoming cohort and develop transitional materials for new VISTA Leader.

Member Activity (09/01/2021 - 09/11/2021): Develop and execute a promotional strategy including, but not limited to, regular email communication, website and social media promotion, and partner engagement to recruit new VISTA members.

Member Activity (09/01/2021 - 09/11/2021): Update existing pre-screening materials and procedures to reflect volume of applicants and/or program changes. In collaboration with supervisor, pre-screen applicants, select finalists to interview with host sites, and enroll the new members with CNCS through eGrants.

Member Activity (09/01/2021 - 09/11/2021): Review existing member welcome and onboarding materials, updating and refreshing materials as needed to reflect changes to the CNCS structure, program goals and needs, or any other changes that would enhance the training experience.

Member Activity (09/01/2021 - 09/11/2021): Plan and execute a one-day orientation for new VISTA members. Using prior year(s) as a guideline, develop an agenda and recruit speakers as necessary. As part of orientation, take into account CNCS guidelines, conduct a swearing-in ceremony.

Member Activity (09/01/2021 - 09/11/2021): Establish and build relationships with the new VISTA cohort. Develop regular check-ins and/or meeting schedules with both VISTA members and host supervisors. Review and update existing sustainability/transitional documents for the VISTA Strong Communities program. Update documents and materials with the newly implemented policies and procedures. Identify important dates, deadlines and activities for the upcoming program year and develop a workplan/calendar for the program.