

VISTA Assignment Description (VAD) Template

VISTA Name: TBD
VAD Title: 2023-24 NeighborWorks Aurora Outreach VISTA, Telework Permitted
Sponsoring Organization: Neighborhood Reinvestment Corporation Project Name: NeighborWorks VISTA Program Project Number: 15VSNOH001 Project Period: 09/11/2022-09/09/2023
Site Name: The Neighbor Project
Focus Area(s) Primary: Economic Opportunity Secondary: optional or none
Note: <i>If your VAD is not accepted, the reason(s) why will appear here.</i>

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: (750 characters max)

TNP's mission is to build generational wealth through homeownership and financial counseling. People of Color encounter more barriers during the homebuying process compared to their white counterparts. The overall goal of the project is to increase awareness of our services and enroll new clients in any one of our programs in the two identified neighborhoods. The requested VISTA will expand community knowledge and develop materials that support community outreach.

1. Objective of the Assignment (1000 characters max)

Working with the Outreach Coordinator & Chief of Operations, the member will collect Community Impact Measures (CIM) Surveys from Neighborhood 1 & Enter into SuccessMeasures Database.

Member Activities (July 31, 2023-9/15/2023)

1. Collect Completed CIM Surveys: 07/31/2023 – 08/31/2023
Supervise team of survey volunteers to ensure assigned houses are surveyed and returned
2. Enter CIM Survey Results in SuccessMeasures Database: 09/01/2023 – 09/15/2023
3. Complete SuccessMeasures Training
3. Create a 'playbook' that can be used by volunteers/staff in the future that outlines the process of collecting surveys and supervising volunteers

2. Objective of the Assignment (1000 characters max)

Working with the Outreach Coordinator & Chief of Operations, Create Engagement Plan based on Community Impact Measure (CIM) Survey Results

Member Activities: (10/1/2023 – 12/31/2023)

1. Analyze CIM Survey Results: 10/1/2023 – 10/15/2023
 - a. Participate in CIM Survey Analysis Meetings
2. Review Current TNP Engagement Plan & Materials: 10/1/2023 – 10/15/2023
 - a. Access and review TNP Outreach Strategy with Outreach Coordinator
 - b. Access and Review Social Media Strategy with Outreach Coordinator
3. Create Outreach & Engagement Plan and Materials 10/15/2023 – 12/31/2023

- a. Create Structure for Resident Advisory Boards to provide input & feedback on outreach and engagement plan
- b. Facilitate Focus Groups for feedback on created materials
- c. Create and/or revise all printed materials

3. Objective of the Assignment (1000 characters max)

Working with the Outreach Coordinator and Chief of Operations, Implement revised The Neighbor Project Engagement Plan for Neighborhood 1

Member Activities: (1/1/2024 – 7/30/2024)

1. Facilitate Resident Advisory Boards 1/1/2024 – 7/30/2024
 - a. Gather notes and feedback from participating residents
2. Monitor Resident Engagement: 1/1/2024 – 7/30/2024
 - a. Conduct weekly data analysis to identify trends in program participation and completion from Neighborhood 1
 - b. Make changes to engagement strategy and pivot where necessary
3. Plan & Participate in community outreach events: 1/1/2024 – 7/30/2024

4. Objective of the Assignment (1000 characters max)

Working with Outreach Coordinator, Chief of Operations, and Executive Director, Plan Community Impact Measures (CIM) Surveying for Neighborhood 2.

Member Activities: (1/1/2024 – 3/31/2024)

1. Participate in CIM Surveying Planning Meetings: 1/1/2024 – 3/31/2024
Review CIM survey and offer feedback based on results and experiences with CIM for Neighborhood 1
2. Develop plan of action with timeline for surveying Neighborhood 2: 2/1/2024 – 3/31/2024
Review available budget and resources to adequately plan for surveying
3. Recruit volunteers for surveying: 2/1/2024 – 3/31/2024

5. Objective of the Assignment (1000 characters max)

Working with the Outreach Coordinator and Chief of Operations, collect CIM Surveys from Neighborhood 2 & Enter into SuccessMeasures Database

Member Activities: (4/1/2024 – 07/30/2024)

1. Collect Completed CIM Surveys: 04/1/2024 – 06/30/2024
 - a. Supervise team of survey volunteers
2. Enter CIM Survey Results in SuccessMeasures Database: 07/01/2024 – 07/30/2024
 - a. Complete SuccessMeasures Training