

## VISTA Assignment Description (VAD) Template

<b>Title:</b> VISTA Administrative Assistant
<b>Sponsoring Organization:</b> Knoxville-Knox County Community Action Committee <b>Project Name:</b> CAC AmeriCorps VISTA <b>Project Number:</b> <b>Project Period:</b> 08/07/2018 – 08/06/2019
<b>Site Name (if applicable):</b> Bridge Refugee Services, Inc.
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Economic Opportunity
<b>Note:</b> <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** Bridge Refugee Services, Inc. is a 501(c)(3) non-profit organization operating in Knoxville and Chattanooga that is committed to provide opportunities for refugees to rebuild their lives, so that they become productive and contributing members of the community. The VISTA member will support the organization by informing the community about refugee needs, talents and contributions. They will also be reaching out to potential partners to support the refugee integration programs through sponsorship, developing a mentorship program, and connecting clients to agricultural resources in their respective communities.

#### **Objective of the Assignment (August-February 2019)**

Identify 2 potential corporate sponsors and assist in identifying potential cosponsorship groups, as well as improving existing communication methods

##### **Member Activities:**

1. Identify potential corporate sponsors and faith based organizations
2. Develop a community outreach strategy and an annual plan
3. Assess communication methods within the organization and identify areas of improvement
4. Contribute to organizational newsletter and annual report
5. Support staff with administrative duties

#### **Objective of the Assignment (September-April 2018)**

Support refugees in accessing agricultural resources and promote healthy eating habits

##### **Member Activities:**

1. Identify community-supported agriculture opportunities in the area
2. Develop simplified materials about identified programs for staff and interns to use
3. Research best practices within the region and state of community-supported agriculture
4. Identify recreational opportunities accessible to refugees and define channels of publicizing them
5. Support staff with administrative duties

**Objective of the Assignment (April-July 2019)**

Research and develop a mentorship/alternative education program track for young adult refugees and increase community engagement efforts

**Member Activities:**

1. Identify organizations with refugee-support programs and those who are willing to support refugee activities
2. Identify suitable activities for home staying parents and elders
3. Work with Volunteer Coordinator to identify volunteer candidates for mentorship and career-readiness program that have skills and knowledge they wish to share with clients
4. Assist in organizing and planning World Refugee Day and other events to strengthen mentorship and community engagement efforts
5. Conduct needs-assessment with staff to identify long-term goals and candidature for mentorship and career-readiness program.
6. Support staff with administrative duties