

VISTA Assignment Description (VAD)

Title: ETPRI VISTA Resource Coordinator

Sponsoring Organization: Knoxville Knox County Community Action Committee

Project Name: CAC AmeriCorps VISTA

Project Number: 17VSSTN007

Project Period: 03/04/2018 - 03/02/2019

Site Name (if applicable): East Tennessee Permaculture Research Institute (ETPRI)

Focus Area(s)

Primary: Healthy Futures

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: To augment and broaden ETPRI's community development programs, specifically those that address poverty and food insecurity alleviation; to inform the general public of to ETPRI's activities through social media; to increase the effectiveness and range of ETPRI's endeavors through cultivating partnerships with organizations of compatible missions and visions; and to search for and secure funding to support ETPRI's programs and operations.

Objective of the Assignment (Period of Performance: August 2018- August 2019)

To steward established and initiated ETPRI programs that foster individual and household self-sufficiency and resilience, that develop a community of support and neighborliness, and that develop leadership skills and technical competency. Those programs include the SoKno Karma Farm, ETPRI's series of sustainability and self-sufficiency workshops, and ETPRI's Fellowship Program. Additional programmatic development that furthers the mission of ETPRI will be encouraged and welcomed. This assignment is to be done in collaboration with the on-site VISTA Volunteer and Program Development Coordinator.

Member Activity: 1. The mission of the SoKno Karma Farm is to nurture individual and community health by providing wholesome sustenance as well as space for learning, skill and knowledge development, and fostering positive social interactions. (A) Promote the presence and mission of the Karma Farm to area neighborhoods, to the general public, and to existing and potential organizational partners. (B) Create systems for scheduling, organizing, and promoting ETPRI events related to the Karma Farm.

Member Activity: 2. The Sustainability and Self-Sufficiency Workshop Series informs and equips participants with the knowledge and skills useful for living a more sustainable, self-sufficient life. Topics include all aspects of home-based food production, healthy diets, and food preservation; strategies for resource conservation and efficient use of material items; and ecological systems and their functions as ecosystem services. (A) Collaborate with the other ETPRI staff and its Board members to develop and facilitate appropriate workshops. (B) Collaborate with workshop facilitators to create curriculums and explore avenues to promote these events. (C) Collaborate with the VISTA Volunteer and Program Development Coordinator in the collection and analysis of participant data to assess the effectiveness of these events in fulfilling their objectives, to be reported to AmeriCorps.

Member Activity: 3. The purpose of ETPRI's Fellowship Program is to nurture leadership in the area of sustainability through prolonged volunteer engagement carrying various responsibilities and commitment. Each person admitted into the program must agree to a minimum of four months with an average of no fewer than 10 hours per week of service. (A) Collaborate with the VISTA Volunteer and Program Development Coordinator in negotiating and drafting Memorandums of Understanding (MOU) with each of the selected ETPRI Fellows. MOUs define the desired knowledge and skill development for each respective Fellow, establish a set of responsibilities and project objectives to facilitate the acquisition of the defined knowledge and skills, and chart a path for successfully reaching the goals set forth. (B) Collect a short description and photo of each of the Fellows so as to feature them in the ETPRI webpage.

Objective of the Assignment (Period of Performance: August 2018- August 2019)

To manage ETPRI's public relations, informing the general public of events, activities, initiatives, and programs.

Member Activity: 1. Explore and implement public relation management systems for ETPRI's events. (A) Collaborate with ETPRI's Executive Director in the acceptance and editing of blog entries as well as other changes or entries into the webpage's content and style.

Member Activity: 2. Create templates for the management of ETPRI's Facebook page.

Objective of the Assignment (Period of Performance: August 2018-August 2019)

To cultivate and manage organizational partnerships, to include but not limited to schools and colleges, faith-based organizations doing charitable work, community groups, urban agriculturalist, and other non-profits with missions compatible to that of ETPRI's.

Member Activity: 1. Create sustainable relationships with potential ETPRI partner organizations.

Member Activity: 2. Maintain communications with existing organizational relations as listed in the VISTA Handbook established by the previous VISTA member.

Member Activity: 3. Reach out to and develop relations with potential partners, to include area charities, community organizations, and corporate sponsors.

Objective of the Assignment (Period of Performance: August 2018- August 2019)

To search for and secure funding to support ETPRI's programs and operations.

Member Activity: 1. Research potential grant opportunities for ETPRI. (A) Create a list of potential grant opportunities to be reviewed with ETPRI staff. (B) Obtain necessary paperwork & contact info on grants staff identifies as 'targets'. (C) Collaborate with ETPRI staff in the application process. (D) If granted an award, collaborate with ETPRI staff, fellows, and volunteers with the execution and management of the project or event for which the monies were gifted.

Member Activity: 2. Work with ETPRI staff in the planning, organizing, and execution of fund raising events, which may include farm-to-table dinners, musical performances, and other similar activities.

Member Activity: 3. Cultivate and seek corporate sponsors who may be able to donate funds or materials.

Member Activity: 4. Design and create garden pavers that may be sold and then placed in our garden pathways.