

VISTA Assignment Description (VAD) Template

Title: Community Engagement Coordinator VISTA
Sponsoring Organization: United Way of the Piedmont
Project Name: VISTAs in the Piedmont
Project Number:
Project Period: 08/09/2021-08/08/2022
Site Name: Children's Advocacy Center of Spartanburg, Cherokee, and Union Counties
Focus Area(s) Health

VISTA Assignment Objectives and Member Activities

Goal of the Project: To increase Children's Advocacy Center of Spartanburg, Cherokee, and Union Counties' (CAC) capacity to serve all children in need of CAC services by increasing community engagement and awareness, developing new fundraising initiatives, and enhancing volunteer engagement. The VISTA will utilize social media and website outreach, develop and implement new fundraising strategies, improve CAC's current system of volunteer management, and ensure CAC's paperwork and tracking system is inclusive of all persons.

Objective of the Assignment (DATES: 08/2021-08/2022)

Develop and implement new fundraising strategies for the organization.

Member Activities:

1. Research successful fundraising events and strategies for similar organizations.
2. Present two new fundraising ideas and strategies to the director.
3. In partnership with director and/or board committees, begin implementation of new fundraising strategies.

Objective of the Assignment (DATES: 08/2021-08/2022)

Enhance current system of donor engagement and management.

Member Activities:

1. Utilize social media to enhance donor engagement by preparing and entering 1-3 posts per week in CAC's social media content calendar for review.
2. Assist with writing and sending e-newsletters through CAC's donor database.
3. Assist director and board with writing and implementing CAC's annual development plan.
4. Research and implement new ideas to enhance donor engagement.

Objective of the Assignment (DATES: 08/2021-08/2022)

Increase number of volunteers and enhance volunteer engagement and management.

Member Activities:

1. Study CAC's current system of volunteer management.
2. Identify areas for improvement and discuss needed changes with supervisors.
3. Identify gaps in volunteer coverage and recruit needed volunteers.

Objective of the Assignment (DATES: 08/2021-08/2022)

Ensure CAC intake paperwork and tracking system properly encompasses all persons.

Member Activities:

1. Review intake paperwork and identify areas of improvement regarding inclusivity.
2. Discuss potential changes with the director.
3. Assist with making changes and informing staff and partners of these changes.

Objective of the Assignment (08/09/2021-08/08/2022)

VISTAs will spend 10% of their service participating in a supplemental project designed to foster collaboration and problem-solving for (a) community-wide issue(s). The VISTA team will gather one half-day each week to share different perspectives and experiences gained through their work on-site and work together on (a) project(s).