

VISTA Assignment Description

Title: Community Development VISTA
Sponsoring Organization: UNITED WAY OF THE PIEDMONT
Project Name: VISTAs in the Piedmont
Project Number:
Project Period: 07/20/2020 – 07/19/2021
Host Site Name: City of Spartanburg
Focus Area(s): Economic Opportunity > Employment

VISTA Assignment Objectives and Member Activities

Goal of the Project: The VISTA member will support and increase the capacity of the City of Spartanburg to build an equitable community. The VISTA will create a comprehensive equity plan, including a racial equity component, collaborate to develop a master plan for a low-income neighborhood, and conduct community outreach designed to increase engagement around workforce development and entrepreneurship.

Objective of the Assignment (07/20/2020 – 07/19/2021)

The VISTA member will develop a comprehensive equity plan.

Member Activities:

1. Research other communities to identify best practices
2. Identify and establish relationships with key stakeholders
3. Review existing community work related to equity, including community assessments, trainings, and ongoing efforts
4. Integrate racial equity data and goals into the comprehensive plan
5. Review plan with stakeholders and staff for feedback
6. Revise as needed
7. Prepare summary reports, charts, and other supplemental information
8. Brief City Council on the plan

Objective of the Assignment (07/20/2020 – 07/19/2021)

The VISTA member will accelerate the implementation of the Highland Master Plan – to revitalize a low-income community through community input - with the Highland Working group, the Bethlehem Center and the Highland Neighborhood Association.

Member Activities:

1. Meet with key decision-makers to develop a timeline and goals for the project
2. Work closely with community organizations and partners to initiate and develop programs and projects defined in the Highland Master Plan.
3. Review the Highland community history, needs, and goals
4. Meet with key decision-makers to develop a timeline and goals for the Master Plan.
5. Serves as an advocate, resource and liaison to residents in order to build neighborhood stability by communicating community trends and concerns to City leadership, and by creating and maintaining strategic alliances and trusted

partnerships with local government agencies, schools and community-based organizations.

Objective of the Assignment (07/20/2020 – 07/19/2021)

The VISTA will increase community awareness and engagement around workforce development, homeownership, and entrepreneurship programs.

Member Activities:

1. Complete training in Neighbor Works Community Leadership Development
2. Research the City's existing workforce development, homeownership, and entrepreneurship programs
3. Create a presentation or speech providing information about these programs
4. Work with City staff to revise or create marketing materials
5. Conduct outreach to high potential communities and groups
6. Present information about available programs to community groups, churches, service organizations, etc.
7. Connect interested individuals with appropriate community programs
8. Identify methods to track engagement and ensure ongoing communication with participants
9. Create measures for program success and implement data tracking

Objective of the Assignment (07/20/2020 – 07/19/2021)

Document departmental processes and procedures to ensure sustainability.

Member Activities:

1. Shadow all members of the organization to learn how activities are interrelated and success is measured
2. Document departmental procedures for key tasks to create a Sustainability Handbook
3. Identify inconsistencies, omissions, or duplications of processes or procedures and create a plan to address; present findings to Assistant City Manager

Objective of the Assignment (07/20/2020 – 07/19/2021)

Complete VISTA Community Project

Member Activities:

1. VISTA will spend 10% of his/her service participating in a supplemental project designed to foster collaboration and problem-solving for (a) community-wide issue(s).
2. 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).
3. Participate in professional development offered by United Way of the Piedmont as appropriate for role.