

VISTA Assignment Description (VAD)

Title: Family Self-Sufficiency Programs Assistant

Sponsoring Organization: Spartanburg Housing

Project Name: AmeriCorps VISTAs in the Piedmont

Project Number:

Project Period: 08/09/2021-08/08-2022

Site Name: Spartanburg Housing

Focus Area(s)

UWP will complete this for you.

VISTA Assignment Objectives and Member Activities

Goal of the Project: The Family Self-Sufficiency program assist families in creating 5-year goals and escrowing when their income increases. A high percent of our families live in extremely low income. The goal is to increase enrollment into the program through new funding opportunities, annual calendar of workshops/programs to encourage current participants and new, and to tell the story better of the FSS program outcomes and successes.

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

Describe Objective: Develop an Annual Calendar of programs and/workshops of community agencies that will education families on financial stability, educational, resume building, workforce search, and resiliency in being a part of the Family Self-Sufficiency program.

Member Activities:

1. Build relationships with current partner agencies to learn about their services.
2. Development a calendar with marketing material for a year of programs, workshops, and activities that build on steps to self-sufficiency and develop a strategy for an operational procedure to continue this service.
3. Schedule meetings via Zoom or at Public Housing Sites with partners to support collaborative communication and build capacity for services for clients for self-sufficiency.
4. Participate in community agencies meetings to network and build new relationships that will enhance and expand potential services for clients.

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

Describe Objective: Track data of program attendees in the Family Self-Sufficiency program

Member Activities:

1. Review past participants progress and outcomes over the course of the program's existence to develop an effective outcome measurement tracking system that can be

maintained which includes the tracking of escrow accounts as a success measurement.

2. Utilize the outcome tracking data of the FSS program to track graduates in order to gather stories and testimonials.

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

Describe Objective: The member will work with the Family Self Sufficiency Coordinator to build recruitment within Spartanburg Housing Public Housing and Housing Choice Voucher Families

Member Activities:

1. Develop survey of current program participants that will gather their feedback for process improvements to the program.
2. Build relationship with property management team to establish effective recruitment strategies to engage more clients in the program.
3. Research and develop strategies to increase recruitment of families into the program.
4. Manage the planning and market recruitment events in the community.

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

Describe Objective: Research new funding opportunities (private and public)

Member Activities:

1. Research and assist with application process for grant opportunities.
2. Build strategies for the development of community relationships for donor support of the agencies mission to promote self-sufficiency.
3. Coordinate and collaborate with agency staff on ideas of creating fundraising strategies for the future.
4. Researching scholarship opportunities to share with families to support their educational goals.

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).