

VISTA Assignment Description (VAD)

Title: Greater Louisville Project Research Associate VISTA

Sponsoring Organization: Community Foundation of Louisville, Inc. - 55,000 Degrees

Project Name: Louisville Metro Cradle to Career

Project Number: 16VSSKY004

Project Period: 03/20/2016 - 03/18/2017

Site Name (if applicable): Greater Louisville Project

Focus Area(s)

Primary: Education

Secondary: Economic Opportunity

VISTA Assignment Objectives and Member Activities

Goal of the Project: The VISTA member will build the capacity of Greater Louisville Project (GLP) by developing and implementing data collection and analysis processes for Cradle to Career organizations in Louisville, Kentucky. As a result of the VISTA member's service, the GLP and other Cradle to Career organizations will be able to more effectively collect and communicate education and economic opportunity data to their constituents, use that data to inform organization programs, policies and procedures, and assist in data-related projects at Cradle to Career organizations. The work would serve to streamline service delivery and communication processes, allowing organizations serving children and adults affected by poverty to increase their local impact.

Objective of the Assignment (*Period of Performance: 8/22/2016 – 12/31/2016*)

Assess the current state of community-level data utilized by Greater Louisville Project and create or revise current community mapping process to improve its effectiveness and sustainability.

Member Activity: Research the history of community resource mapping at Greater Louisville Project.

Member Activity: Research best practices for developing and implementing sustainable community resource mapping processes. Based on this report, identify strengths and weaknesses of the GLP's current community resource mapping processes, and make a plan for improvement.

Member Activity: Enact community resource mapping plan. Design internal, external, and web-based documents that map community resources related to local education and economic opportunity efforts.

Objective of the Assignment (Period of Performance: 1/01/2017 - 8/21/2017)

Assess the 2016 Competitive Cities Report data for themes of education and economic security.

Member Activity: Assist in securing and analyzing education and economic security data for the 2016 Competitive Cities Report.

Member Activity: Research local community organizations, educational institutions, and businesses to identify community partners in the fields of education and economic opportunity.

Member Activity: Create marketing materials for target audiences.

Member Activity: Develop partnerships with Cradle to Career VISTA organizations to market the 2016 Competitive Cities Report to target audiences.

Member Activity: Develop manual for implementation and marketing of the 2016 Competitive Cities Report so that the process can be replicated in the future.

Objective of the Assignment (Period of Performance: 8/22/2016 - 8/21/2017)

Develop and implement quarterly or biannual data collection procedures for Cradle to Career organizations that provide services to local students and job seekers.

Member Activity: Research best practices for translating civic data into local action for Cradle to Career organizations.

Member Activity: Lead outreach and trainings for local organizations focused on civic data best practices.

Member Activity: Develop a programming manual, so that data collection, analysis, and visualization trainings can be replicated in the future.

Member Activity: Act as an ongoing resource to local organizations using civic data.

Objective of the Assignment (Period of Performance: 10/01/2016 - 8/21/2017)

Develop and implement process for infusing data into civic dialogue via GLP online communications platforms.

Member Activity: Develop guidelines for engaging partner organizations and local citizens in dialogue around education and economic opportunity via social media.

Member Activity: Assist in visualizing data and crafting content for online communications efforts.

Member Activity: Create a programming manual so that online communication efforts can be replicated in the future.

Objective of the Assignment (Period of Performance: 8/22/2016 - 8/21/2017)

Set up outreach systems and develop partnerships with community organizations, local businesses, and public education institutions to increase knowledge of Cradle to Career. Develop informational marketing materials.

Member Activity: Develop plan for outreach. Identify community organizations, local businesses, and public education institutions that serve to advance education and economic opportunity in Louisville. Create informational packet to be distributed to the identified community organizations, local business, and public education institutions.

Member Activity: Conduct monthly outreach meetings with community organizations, local business, and public education institutions to increase awareness of Cradle to Career.

Objective of the Assignment (*Period of Performance: 8/22/2016 - 8/21/2017*)

Work in collaboration with other Cradle to Career VISTAs and community partners by effectively planning and executing community-wide aligned events and activities

Member Activity: Communicate with fellow CtoC VISTAs about upcoming events in the community

Member Activity: Communicate with community members to engage them in cradle to career community-wide events

Member Activity: Coordinate meeting/event planning to achieve common cradle to career goals through participation pillar lead meetings and action networks