

# VISTA Assignment Description (VAD)

**Title:** Americana Community Center Community Liaison VISTA

**Sponsoring Organization:** Americana Community Center

**Project Name:** Where Louisville Meets the World

**Project Number:** 16VSSKY003

**Project Period:** 03/15/2020 - 03/13/2021

**Site Name (if applicable):** Americana Community Center, INC.

**Focus Area(s)**

**Primary:** Other

**Secondary:**

**Goal of the Project:** The Community Liaison VISTA will develop and enhance relationships with low-income families, ethnic groups, and other organizations in the community (i.e. schools, civic organizations) to strengthen Americana's connection to the low income community it serves and its financial resources. The goal is to create connections and networks that will be sustained through a collaboration between staff and participants.

**Objective of the Assignment (Period of Performance: 06/08/2020-06/07/2021)** Americana World Community Center mission is to bridge the gap from surviving to thriving for Louisville's refugee, immigrant and underserved populations through education, family support, youth achievement, and career and financial development. The Americana Community Liaison VISTA will advance this mission and support the immigrant, refugee and other populations rise from poverty by coordinating meetings, trainings, feedback and surveys with ethnic leaders and parents representing the wide array of cultures served by Americana. Creating these social and informational connections, the VISTA will develop access to more job trainings, financial literacy classes, ESL classes and other resources with the goal to eliminate job insecurity and increase education for low income participants. Furthermore, a system driven by the international community will give Americana further insight into participant needs, goals and potentials.

**Member Activity:** Develop a system of tracking Community Ethnic Leaders contact information, building awareness of the project within the community with the goal of attracting new leaders. After training staff members, this system will be able to be used by staff members so that connections will not be lost year to year.

**Member Activity:** Coordinate Community Engagement presenters in collaboration with the Coaching Team. Manage the pre and post surveys, incentives, and marketing materials for Community Engagement Events. These surveys will aid staff members in determining the needs, wants and changes the participants would like in regard to these events.

**Member Activity:** Create documents and resources from trainings and workshops for leaders to use to train their respective communities. Create and maintain Google Drive folder with all documents and resources for trainings and workshops so that Americana can continue enhancing these trainings.

**Member Activity:** Attend community events to identify potential programming and funding

collaborations. Track partnerships established at these events so that different and new partnerships can be further developed by participants, Americana Ambassadors and staff members.

**Member Activity:** Conduct follow-up as necessary.

**Objective of the Assignment (Period of Performance: 06/08/2020-06/07/2021)** Build capacity of Americana's Community Collaborate statewide by working with Louisville Metro's Office of Globalization to connect organizations serving similar populations. Developing this system will work in conjunction with the above mentioned international connections by strengthening the city wide organizational response to the needs of the low income participants. Nearly 60% of Americana's participants live in poverty. The VISTA will work to eliminate the information and material gap between organizations that work with the other international communities in Louisville.

**Member Activity:** Identify community service organizations statewide supporting internationals. Develop a directory of program and contact information for each organization so that staff members and Americana Ambassadors can access the scope of the project to continue and enhance the work and look to different organizations as well.

**Member Activity:** Generate survey assessments for organization leadership across the state to identify common challenges and opportunities for resource sharing. This will allow the Office of Globalization and Americana staff members and Ambassadors to address these challenges and begin to create systems and partnerships to address them.

**Member Activity:** Collaborate with Programs Director and Executive Director to coordinate quarterly remote meetings with community organizations statewide to identify strategies to eliminate barriers presented to international communities in Kentucky.

**Objective of the Assignment (Period of Performance: 06/08/2020-06/07/2021)** Work with Family & Youth Coaches to increase services and materials targeted at low income parents of pre-k children and graduating seniors to provide support to families receiving youth services offered at Americana. The goal is to create tool kits, resources and services that can be easily provided and implemented by staff after the end of the VISTA year.

**Member Activity:** Create kindergarten readiness tool-kits to help ESL parents engage with their children and to better prepare their children for kindergarten.

**Member Activity:** Develop a resource list for middle & high school application processes for the JCPS school district.