

VISTA Assignment Description (VAD)

Title: St. James Community Outreach Coordinator FSI VISTA Year 1

Sponsoring Organization: UNIVERSITY OF ARKANSAS SYSTEM

Project Name: University of Arkansas for Medical Sciences

Project Number: 21VSGAR003

Project Period: 09/11/2022 - 09/09/2023

Site Name: St James Pantry

Focus Area(s)

Primary: Healthy Futures

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The AmeriCorps member will support the Director in community outreach and engagement of the Outreach Center. This position requires frequent contact with the general public, volunteers, vendors and clients. The VISTA member will help improve and streamline community outreach and engagement, and fundraising activities to grow the organization's capacity to serve the community.

Objective of the Assignment

Community outreach and engagement. (All quarters)

Member Activity (09/11/2022 - 09/09/2023): The VISTA will familiarize self with existing outreach and engagement programs and be able to effectively communicate them to external partners and community members.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will identify new ways to educate our neighbors, partner agencies, and staff by researching nutrition education programs and strategies to increase inclusivity.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will respond to requests addressed to the food pantry and provide appropriate information and/or referrals, and assist in coordinating and executing food drives, fundraisers, and community events.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will develop appropriate Standard Operating Procedures for all assigned outreach and engagement duties and processes.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will work with the Northwest Arkansas Community of Practice to identify possible implementation strategies for food lockers at the outreach location.

Objective of the Assignment

Grants management. (All quarters)

Member Activity (09/11/2022 - 09/09/2023): The VISTA member will research food relief related grants and document the necessary information to apply (e.g., deadlines, objectives, etc.), present findings to leadership team, and make recommendations for appropriate funding opportunities.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will document their research methodology and develop a Standard Operating Procedure for grant/funding searches.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will assist with grant reconciliation, including providing performance measure data, narrative data, and supporting materials, ensure timely grant reporting, and provide regular updates to the leadership team.

Objective of the Assignment

Research best practices for food pantries and educational programming. (All quarters)

Member Activity (09/11/2022 - 09/09/2023): Analyze data from past and current programs in order to determine areas where growth is necessary in order to increase the populations served.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will identify new ways to reach, educate, and support community members, partners, and staff by researching nutrition education programs and strategies to increase inclusivity.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will research online food ordering systems, provide appropriate recommendations to the leadership team, and document their research methodology and create a searchable database of resources.

Member Activity (09/11/2022 - 09/09/2023): The VISTA will develop Standard Operating Procedures for research and information gathering processes.