

## VISTA Assignment Description (VAD)

<b>AmeriCorps VISTA:</b> Shonda Okonda	
<b>Member ID:</b> 1285525	<b>Effective Dates:</b> 02/22/2016 - 02/20/2017
<b>Title:</b> Resource Development Specialist for New Americans in Maine	
<b>Sponsoring Organization:</b> Catholic Charities USA <b>Project Name:</b> CCUSA New Americans <b>Project Number:</b> 15VSANJ007 <b>Project Period:</b> 09/06/2015 - 10/29/2016	
<b>Site Name (if applicable):</b> Catholic Charities Maine Refugee and Immigration Services	
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Other	

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The Resource Development Specialist will increase program capacity for resource sharing and knowledge for refugees. This will happen by: creating and compiling training, marketing and community resource materials, develop a structure for an Elder Services socialization group, piloting an information sharing tool for clients and applying to appropriate grants as time allows.

**Objective of the Assignment** (*Period of Performance: 11/15-11/16*)

Create and Compile training, marketing and community resource materials

**Member Activity:** 1) Create footage and photos of services provided. a) Create short videos of volunteer programs and other aspects of our work to be shared on the website. b) Take photos at events and of our involvement in the community to use in marketing materials. 2) Develop brochures and outreach materials used by staff in partnership with our Marketing department. 3) Write and send out a monthly newsletter to update community members on the happenings of the office and within refugee resettlement world wide. a) Compile contact information of people who want to receive the newsletter to build our base of supporters. b) Gather information about our program, and local and global news on refugees to include in the newsletter. c) Type up and send the newsletter on the designated day each month. 4) Develop existing power points used for trainings, and create new materials as the need arises.

**Objective of the Assignment** (*Period of Performance: 3/16-5/16*)

Develop a structure for an Elder Services socialization group

**Member Activity:** 1) Review what has been done before in this regard. 2) Research best practices for elder support. 3) Create a training manual for an intern who will pilot this program. 4) Compile ideas of projects and activities that can be used in the socialization group. 5) Identify which clients should be called and invited to the socialization group.

**Objective of the Assignment (*Period of Performance: 1/16-11/16*)**

Research, develop and implement a communication tool around community resources and events that would be helpful for clients

**Member Activity:** 1. Research options for communicating with clients in a linguistically appropriate manner. 2) Identify 3 youth who can be stipend for helping to translate materials on a weekly basis. 3) Identify important community resources and events to communicate about to clients. 4) Supervise the youth translators to create linguistically appropriate message to send to clients through the tool which is chosen.

**Objective of the Assignment (*Period of Performance: 11/15-11/16*)**

Apply to appropriate grants as time allows

**Member Activity:** 1) Collaborate with the Development office to identify and apply for appropriate grants that would go to support our program.