

VISTA Assignment Description (VAD)

AmeriCorps VISTA: Mauricio Huertas	
Member ID: 1298923	Effective Dates: 08/13/2016 - 08/12/2017
Title: Catholic Charities' New American Project - Chicago	
Sponsoring Organization: Catholic Charities USA Project Name: CCUSA New Americans Project Number: 15VSANJ007 Project Period: 09/06/2015 - 10/29/2016	
Site Name (if applicable): Catholic Charities Chicago	
Focus Area(s) Primary: Capacity Building Secondary:	

VISTA Assignment Objectives and Member Activities

Goal of the Project: To enhance and sustain the Immigration and Refugee Program's services through increased communication with the community and stakeholders regarding the agencies' comprehensive services.

Objective of the Assignment (*Period of Performance: Period 06/15/2016 – 9/30/2016*)

Introduction to the organization and exploration of existing Immigration and Refugee Services. Assess current capacity and client needs. Assess community support and community needs.

Member Activity: 1) Participate in organization and service area orientation. 2) Research and network with local organizations and consolidate contact information and available agency resources. 3) Outline services to be communicated via newsletter.

Objective of the Assignment (*Period of Performance: Period 10/1/2016 – 7/30/2017*)

Based upon assessment of current capacity and client needs develop newsletter to increase community support and stakeholder interest in Immigration and Refugee Services.

Member Activity: 1) Develop newsletter of program services. 2) Create spreadsheet of community agencies, clients, and stakeholders that would receive newsletters. 3) Determine need for newsletter in Multilanguage's. 4) Develop dissemination of newsletter through alternative forms of media.

Objective of the Assignment (*Period of Performance: Period 10/1/2016 – 7/30/2017*)

To expand potential funding of services through research of grants and development of donor base.

Member Activity: 1) Research government grants that support immigration and refugee services. 2) Complete application for government grants to expand, enhance, or sustain existing services. 3) Research foundation grants that support immigration and refugee services. 4) Complete application for foundation grants to expand, enhance, or sustain existing services. 5) Develop donor base of former clients and community members.