

## VISTA Assignment Description (VAD)

|   |   |
|---|---|
| <b>AmeriCorps VISTA:</b> Marquis Davis  |   |
| <b>Member ID:</b> 1288877   | <b>Effective Dates:</b> 03/21/2016 - 03/20/2017 |
| <b>Title:</b> New Americans Volunteer and Development Coordinator   |   |
| <b>Sponsoring Organization:</b> Catholic Charities USA<br><b>Project Name:</b> CCUSA New Americans<br><b>Project Number:</b> 15VSANJ007<br><b>Project Period:</b> 09/06/2015 - 10/29/2016 |   |
| <b>Site Name (if applicable):</b> Catholic Charities Diocese of Metuchen  |   |
| <b>Focus Area(s)</b><br><b>Primary:</b> Capacity Building<br><b>Secondary:</b> Other  |   |

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** To help build the capacity of the program by recruiting and coordinating volunteers and pursuing funding opportunities. This will increasing the program's participation in outreach efforts and help the immigrant community in the area to become aware of their immigration legal options and access quality legal services.

**Objective of the Assignment** (*Period of Performance: 02/01/2016 - 02/05/2017*)

Increase number of outreach events and community awareness of their immigration legal options.

**Member Activity:** 1. Coordinate events with parishes and area organizations able to host presentations and legal clinics. 2. Prepare outreach materials to promote events and/or to be distributed to participants. 3. Recruit and coordinate volunteers able to assist the program during legal clinics and/or directly at the program offices. 3. Identify service gaps in the community and new opportunities for volunteer participation

**Objective of the Assignment** (*Period of Performance: 02/01/2016 - 02/05/2017*)

Pursue potential funding opportunities in order to increase the program's capacity to serve a higher number of clients.

**Member Activity:** 1. Research funding opportunities. 2. Prepare funder marketing materials, assist in drafting letters of interest, proposals, and reports. 3. Help design and implement efficient means of data collection in order to facilitate reporting.