

IOWA CAMPUS COMPACT VISTA COMMUNITY CORPS

VISTA ASSIGNMENT DESCRIPTION (VAD)

SITE	Catherine McAuley Center	POSITION TITLE	Educational Services VISTA
ANTI-POVERTY FOCUS	Economic Opportunity	SERVICE TERM	08/02/2021-08/01/2022
ANTI-POVERTY OBJECTIVE	Employment	SITE SUPERVISOR	Anne Dugger
CAPACITY BUILDING FOCUS	Effectiveness	SUPERVISOR CONTACT	anne@cmc-cr.org 319-731-0442

VISTA ASSIGNMENT OBJECTIVES & MEMBER ACTIVITIES

PROJECT GOAL	<p>The goal of this project is to equip low-income, immigrants, and refugees with limited English proficiency, to educational opportunities that will contribute to their long-term financial stability. CMC also serves immigrants and refugees, the majority (89%) of whom have incomes below 150% of the Federal Poverty level. Limited English ability, unfamiliarity with the American job system, lack of employment-related social networks and lack of culturally-appropriate childcare opportunities create significant barriers to stable employment for these individuals.</p> <p>The VISTA member will build CMC’s capacity to provide quality educational services to clients. The focus of the VISTA member’s work will be primarily on improving and building upon existing services, systems and processes to better serve the educational needs and goals of CMC clients. As a result of the VISTA project, CMC will be better able to support immigrants and refugees with increased language ability and employment opportunities.</p>
OBJECTIVE	Expand availability and improve access to English as a Second Language (ESL) and employment readiness education for adult English language learners (August 2021 – July 2022).
MEMBER ACTIVITIES	<ul style="list-style-type: none"> • Continue to develop and enhance existing <i>ESL for the Workplace</i> curriculum and classes into the offerings of Education Services. <ul style="list-style-type: none"> ○ Recruit students to participate in classes by survey in collaboration with the Employment Program Manager. Identify participant employment/English goals. Conduct pre-and post-tests. (August – July) ○ Work with Employment Program Manager to support participants’ employment goals, survey students and clients, and schedule classes appropriately. (September – July) ○ Recruit volunteer teachers to teach <i>ESL for the Workplace</i> classes (October – July) ○ Train volunteer teachers to teach <i>ESL for the Workplace</i> classes and continue to assist with teaching ○ Through teaching and training teachers, help develop and incorporate new curriculum enhancements (August - July) • Collaborate with staff in Education Services to identify opportunities and assist with developing English as a Second Language (ESL) programming at the workplaces of local companies employing English language learners. <ul style="list-style-type: none"> ○ Assess current needs and existing services or models. (August-September) ○ Identify and reach out to prospective partner companies. Develop partnerships with participating companies and the Catherine McAuley Center (October-January) ○ Help create curriculum tailored to partner companies (October-January) ○ Provide orientation and coordinate volunteer ESL tutors to provide direct instruction to adult learners. (January - March) ○ Track and report program data and outcomes (September - July)

OBJECTIVE	The VISTA will provide support in streamlining and increasing efficiency/effectiveness of Education program data-management systems, reports, dashboards and other internal systems and operations (September 2019-September 2020).
MEMBER ACTIVITIES	<ul style="list-style-type: none"> • Identify and implement improvements to data management, including procedures, reports, and creating and managing dashboards. <ul style="list-style-type: none"> ○ Train volunteers and staff on improved completions systems (August- October) ○ Learn and support the intake, waitlist, recruitment, and pairing processes for adult learners and volunteer tutors. (August-September) ○ Communicate with program and administrative staff to identify needs and possible improvements to data tracking and reporting processes or system functionality. (October-December) ○ Work with Director of Facilities & Technology to identify and implement Salesforce system capabilities and adaptations or add-ons needed to improve system functionality. (January-April)

VISTA PROJECT PERFORMANCE MEASURES

G3-3.8 <i>Number of community volunteers managed by CNCS-supported organization</i>	
TARGET NUMBER	250
DATA COLLECTION METHOD	CMC tracks volunteer hours for all programs and projects, including dates and hours of service, and volunteer role
DATA COLLECTION INSTRUMENT	Salesforce Database
G3-3.18 <i>Number of new beneficiaries that received services as a result of capacity building efforts</i>	
TARGET NUMBER	50
DATA COLLECTION METHOD	CMC tracks participants in all of its programs and services
DATA COLLECTION INSTRUMENT	Salesforce Database
O2 <i>Number of economically disadvantaged individuals receiving job training & other skill development services</i>	
TARGET NUMBER	75
DATA COLLECTION METHOD	CMC tracks participants in all programs
DATA COLLECTION INSTRUMENT	Salesforce Database
O10 <i>Number of economically disadvantaged individuals placed in jobs</i>	
TARGET NUMBER	50
DATA COLLECTION METHOD	CMC Will track the employment outcomes of participants at 3 & 6 months post-program enrollment
DATA COLLECTION INSTRUMENT	Follow-up contact by phone, email, or in-person

Benefits:

- \$13,399.15 annual living stipend paid out every two weeks.
- Health benefit through AmeriCorps.
- \$6,345 Education Award or \$1,800 Cash Award upon successful completion of service.
- \$750 Resettlement Allowance for individuals moving 50 miles or more for the position.