

THE ARTHUR M. BLANK
FAMILY FOUNDATION

VISTA Family and Community Engagement Specialist

The AmeriCorps VISTA Program

The AmeriCorps VISTA program is a volunteer service initiative sponsored by the federal Corporation for National and Community Service (CNCS). Volunteers in Service to America (VISTA) seeks to build capacity in nonprofit organizations and communities to help bring individuals and communities out of poverty. Under the AmeriCorps VISTA program, members participate in one year of volunteer service working specific project efforts, which enhance the capacity their assigned organization.

The City of Atlanta's Office of Housing and Community Development is the Sponsoring organization, which oversees the Westside Promise Zone - AmeriCorps VISTA program. Candidates selected for the program will receive a monthly living allowance and upon completion of their service are awarded an education or end-of-service stipend. To learn more about the AmeriCorps VISTA program, please visit

<https://www.nationalservice.gov/programs/ameri-corps/ameri-corpsvista>.

VISTA Assignment Description:

The VISTA with the Arthur M. Blank Family Foundation will assist with promoting the Atlanta Public Schools Parent Passport app. The project will work to identify and secure resources to address parental and students needs related to school success while also bolstering academic success for low-income students at Hollis Innovation Academy and Washington High School.

VISTA Responsibilities:

- Conduct an assessment to determine how many parents use the app and barriers to use
- Facilitate school partner meetings to ensure usage of WPP
- Coordinate events and other school activities designed to raise awareness of WPP
- Participate and organize an WPP awareness campaign for students and parents
- Create a strong communication hub that guides families through the WPP process.
- Outreach to families about WPP
- Develop and implement a strategy to secure donations that will offer user incentives for using WPP
- Conduct periodic analyses on App usage to identify opportunities to set funding priorities and/or support the development to funding proposals.
- Develop/identify resources and/or services to support families in navigating barriers to access (e.g. early learning/literacy at home resources).
- Collect community input and build a database of information on needs of families
- Use existing resources to set up systems to collect and distribute information about Westside education and wraparound service providers
- Identify opportunities for WEC to effectively collaborate with other local resource partners



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Other Desired Qualifications:

- Bachelor's degree and related experience in Marketing, Community Development, Fundraising
- or related field or an equivalent combination of education and experience
- Availability to work a non-traditional schedule that includes holidays, evenings and weekends
- A professional appearance and sensitivity to others
- Must have excellent interpersonal, written and verbal communication skills
- Strong organizational skills and ability to focus through interruptions
- Strong attention to detail, procedure and fact checking
- Research and analytical skills
- Information technology skills

To apply, candidates must register online at my.americorps.gov as well as submit a cover letter and resume to promisezone@atlantaga.gov

