

VISTA Assignment Description (VAD)

VISTA Operations Associate

VISTA Assignment Objectives and Member Activities Goal of the Overall VISTA Project:

In 2016, the City of San Diego was designated as a Promise Zone, a federal place-based initiative administered by the U.S. Department of Housing and Urban Development (HUD). The initiative's intent is to alleviate poverty in some of the country's most historically underserved communities. The San Diego Promise Zone (SDPZ) is working towards breaking the cycle of poverty through a collaborative framework that unites organizations together to work on six shared goals: increase economic activity, increase access to quality housing affordability, promote access to healthy communities, improve educational opportunities, create jobs, and create a priority of safety. AmeriCorps VISTAs support the initiative by fostering and building partnerships with organizations, researching competitive funding opportunities, and sharing resources to expand the capacity of organizations serving the Promise Zone.

Member Duties: Duties of the Operations Associate VISTA include, but are not limited to, the following:

1. Lead or assist with the planning, management, workflow development, reporting, and coordination of activities and events.
2. Manage the San Diego Promise Zone email mailbox, daily reviewing and responding to messages, and the digital comment box.
3. Maintain the San Diego Promise Zone mailing list, including the contact list and working group rosters.
4. Manage the team calendar by scheduling working group meetings, deadlines, events, etc. and the partner events calendar.
5. Update the San Diego Promise Zone's Drupal website to keep material up to date and accessible.
6. Keep files organized, accounts secure, and provide training to the team for a consistent process.
7. Support methods of data collection and evaluation of activities and events.
8. Analyze existing processes and make recommendations for systems improvement.
9. Represent the SDPZ at working group, partner, or community meetings and events as needed.
10. Provide support for the Working Groups, including meeting convening, space reservations, creating agendas, and recording meeting notes.
11. Other duties as assigned.

Service Description: The Promise Zone initiative was created to address the challenges in areas with deep and persistent poverty, while recognizing and leveraging the many assets already in place within the community. Today, the neighborhood you grow up in impacts your odds of graduating high school, whether you are likely to face chronic disease, and your lifelong economic opportunities. The initiative's promise is to co-create an ecosystem of opportunity and investment through collaboration that addresses systemic racism and inequities to improve the quality of life of Promise Zone residents. The Promise Zone aims to work collaboratively with community-based organizations, direct service providers, residents, and business owners to streamline resources and deliver comprehensive support to ensure that everyone has equitable access to opportunities. For more information relating to the San Diego Promise Zone, visit [San Diego Promise Zone](#).