

VISTA Assignment Description (VAD)

Title: Building Local Community VISTA

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Center for Sustainable Community, Raton, NM

Focus Area(s)

Primary: Economic Opportunity

Secondary: Healthy Futures

VISTA Assignment Objectives and Member Activities

Goal of the Project: The VISTA will contribute towards capacity building and program implementation in one or more of the following areas: (1) develop business support services and participate in a study and possible implementation of a business incubator designed to serve local microentrepreneurs, (2) assist capacity building and community outreach for Growing Great Kids, a local grassroots effort which seeks to break the cycle of addiction and create resiliency in children 0-5 using research-backed tools, (3) improve access to local, healthy food including oversight of a new farmers market, community garden, school gardens and commercial kitchen.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 10/31/2018*)

Microentrepreneur Development: participate in the development and completion of a feasibility study for a business incubator. The study will be conducted by a third party in support of a grant submission to the EDA to establish an incubator.

Member Activity: 1.Support the development of the scope and content of the feasibility study, working with the Center staff and the contractor.2.Assist with marketing and community outreach of the study throughout the region, ensuring that poor and minority populations are reached.3.Take part in the review and analysis of results to determine direction of business incubator, as indicated by the study results.4.Create business plan for incubator, including facility design, costs, recruitment numbers and expected economic impact.5.Assist in the preparation of an EDA grant for funding.

Objective of the Assignment (*Period of Performance: 11/1/2018 to 06/30/2018*)

Microentrepreneur Development: Assist in the creation of business development services targeted towards microentrepreneurs.

Member Activity: 1.Develop policies and procedures for client services. Work with project partners (e.g., SBDC) to incorporate their programming into services.2.Conduct marketing outreach to community, particularly families, and those of low to moderate income.3.As an incubator that targets low and moderate income, research to find content and programming that has proven successful in other small rural communities. 4.Help Center establish "community entrepreneurship" strategy to create broad community support for new entrepreneurs. Meet with key stakeholders, government officials and local business leaders.

Objective of the Assignment (Period of Performance: 09/01/2018 to 06/30/2018)

Improve the capacity of Growing Great Kids to establish the organization as a valuable and reliable partner to the families and agencies that we assist. Increase number of families reached.

Member Activity: 1.Help with the roll-out of a new book distribution program, Imagination Library. Recruit families, assist with fundraising, manage data and reporting.2.Help with ongoing book distribution from Three Rivers. Attend distribution events such as food pantry, school programs and other community events. Collect data.3.Become familiar with the research and conclusions from the book, "Mind in the Making." Read through supporting documentation from University of New Mexico Family Development.4.Create new and engaging ways to reach caregivers that are not reading to their kids or grandkids, to show them the importance of reading to ages 0-5.5.Assist in gathering data and measuring outcomes. 6.Assist with the marketing and outreach for GGK, including website and social media development, to increase community awareness of the program.7.Attend meetings and find ways to support other youth-oriented efforts, including Healthy Kids Healthy Communities from the Department of Health, and Zia Youth.

Objective of the Assignment (Period of Performance: 09/01/2018 to 06/30/2019)

Assist in the development of local food system, including a Farmers Market and Community Garden to help alleviate food security issues and improve awareness of healthy diets

Member Activity: 1.Assist with the design and build of a new Farmers Market and Community Garden site in downtown Raton. 2.Assist with grant-writing, if necessary, to raise additional funds for the project.3.Work with NM Farmers Market Association and Dept. of Health to enable WIC checks from the Food and Nutrition Service from the USDA.4.Help outreach into poor and minority communities to gain their participation in the market and garden. 5.Find ways to extend the reach of food growing into neighborhoods (e.g., empty lots, backyards, etc.) Help the Center create "guerilla gardens" in neighborhoods and increase awareness and participation in growing food.

VISTA Assignment Description (VAD)

Title: Grants Solowork VISTA Volunteer

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Cibola County Economic Development Foundation, Grants, NM

Focus Area(s)

Primary: Economic Opportunity

Secondary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Project: This project will build capacity and support job training and placement activities for low-income persons in an economically distressed rural community by implementing SoloWorks Cibola mission.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 10/31/2018*)

SoloWorks Cibola curriculum development and testing and evaluation of customized SoloWorks demonstration training packages

Member Activity: 1.Assist with marketing and community outreach of the study throughout the region, ensuring that poor and minority populations are reached.2.Participate in curriculum development and testing, including familiarizing with Moodle and the SoloWorks Learning Management System3.Work with program and curriculum partners in establishing rapport and developing lended curriculum in an interactive process4.Testing and evaluation of demonstration training components of SoloWorks courses

Objective of the Assignment (*Period of Performance: 11/1/2018 to 06/30/2018*)

Delivery of SoloWorks training and resources to onboarded members

Member Activity: 1.Conduct marketing outreach to community, particularly families, and those of low to moderate income.2.Assist in establishing and maintaining rapport and expectations with SoloWorks curriculum partners, including all relevant Client Relationship Management database work. 3.Help Center develop intracommunity relationships by coordination and execution of SoloWorks events and activities, inviting the public where appropriate4.Familiarize with onboarding process and develop ability to conduct intake and onboarding according to codified procedures

Objective of the Assignment (*Period of Performance: 09/01/2018 to 06/30/2018*)

SoloWorks Cibola scaling efforts: Growing the SoloWorks program by aggregation (both retaining existing membership and attracting new participants)

Member Activity: 1. Develop and maintain marketing and promotional materials, including web development and social media 2. Assist with fundraising, managing data and reporting. 3. Assist in development and facilitation of SoloWorker cohorts, including mentorship assignments and development of people-as-resources references. 4. Assist in gathering data and measuring outcomes. 5. Development of pooled resource cohorts to overcome SoloWorker challenges that may threaten their ability to be successful

VISTA Assignment Description (VAD)

Title: Junior Chamber Board Coordinator VISTA

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Espanola Chamber of Commerce, Espanola, NM

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Our goal is to identify and provide at-risk students in Espanola middle and high schools with adult connections, skills and experiences that will help them to succeed in life.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 07/30/2019*)

Create and grow a Junior Chamber of Commerce program with 8-15 participants.

Member Activity: •Attend monthly board meetings •Represent the Junior Chamber program at community networking events •Work with Board Members, the Executive Director, and conduct independent best practices research to design a Junior Chamber of Commerce Action Plan that can be used to effectively manage and market the Junior Chamber of Commerce program •Create marketing materials including expectations of participants that can be used to recruit participants into the program •Set up meetings and work with school counselors and teachers to design and implement a marketing campaign about the activities and benefits of Junior Chamber Board

Objective of the Assignment (*Period of Performance: 10/01/2018 to 07/30/2019*)

Manage the Junior Chamber of Commerce program by designing and conducting results-oriented monthly meetings.

Member Activity: •Responsible for conducting and maintaining organized files of all activities pertaining to Junior Chamber meetings including meeting notices, agendas, attendance records, and notes from the meetings. •Record keeping on all information pertaining to the Junior Boards;•Will place current information on the chamber's web-page, Facebook, and email blast-writing •Write a monthly report directed to the executive director and board of directors on the activities of the Junior Board. •Complete a quarterly report for the VISTA Program Supervisor •Work with the Executive Director to order t-Shirts, food, and supplies for meetings •Communicate with Junior Chamber members by phone, e-mail, and text

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Develop and deliver an monthly educational programs that will help Junior Chamber members develop life skills they want to acquire.

Member Activity: •Research life skills topics such as personal finance, leadership, business development, management that have been successfully offered by Junior Chambers and work with members to design a customized educational program to be incorporated into each meeting agenda•Identify and recruit expert presenters to deliver information about those topics at each meeting

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Design and deliver a community service project that will give Junior Chamber members practical experience in conceiving and creating a positive impact in their community

Member Activity: •Identify some unmet community needs that could be effectively addressed by a limited amount of volunteer service by Junior Chamber member. This could be service at a homeless shelter, visiting the sick, cleaning up a park, or many other things. •As a part of each meeting, talk with Junior Chamber members about what project they want to take on and work with them to design and implement a plan that successfully accomplishes the community improvement they have identified.

VISTA Assignment Description (VAD)

Title: Economic Development VISTA

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Las Vegas San Miguel Economic Development Corporation, Las Vegas, NM

Focus Area(s)

Primary: Economic Opportunity

Secondary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Project: The project goal is to create new business and jobs for low-income persons by attracting new business, helping existing businesses expand, helping local entrepreneurs to create new businesses, and creating job matching programs for low-income persons.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 07/30/2019*)

Create new 10-50 jobs for low-income persons by supporting business recruitment activities of the Corporation

Member Activity: 1. Attend regular education, workforce, community, city and county meetings. Meet with community leaders to gather information on community culture, needs, desires, strengths and weaknesses. 2. Conduct economic research and compile community profile information into compelling business recruitment materials. 3. Conduct research on economic development best practices working and make recommendations of attraction and expansion initiatives for the Corporation. 4. Work with Executive Director to develop action and implement action plans approved by the Corporation's Board of Directors

Objective of the Assignment (*Period of Performance: 07/31/2018 to 07/30/2019*)

Launch three new businesses and create ten internships by developing an Entrepreneurship Program with higher education institutions in the area.

Member Activity: 1. Learn about and document business support resources available in the region. Network with those resources and gather information and commitments in support of the Entrepreneurship program. 2. Work with school officials (University of New Mexico, New Mexico State, Highlands University and Luna Community College) to design and implement an Entrepreneurship program to identify student entrepreneurs and provide them business development support in a college setting. 3. Work with businesses and placements offices to develop business-based internships that match local student interests with local company needs. 4. Develop and implement marketing plan for the program. 5. Provide support for implementation of the Entrepreneurship Program

Objective of the Assignment (*Period of Performance: 07/31/2018 to 07/30/2019*)

Augment and accelerate job match placements for ten low-income persons

Member Activity: 1.Learn about the service of the Northern Area Local Workforce Development Board2.Work with businesses to identify job openings that workforce board clients with local company needs.3.Support development of training programs and incentive packages for placement of Workforce Board clients in eligible job openings.

VISTA Assignment Description (VAD)

Title: Volunteer & Community Organization Developer

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Mora County Economic Development Corporation, Mora, NM

Focus Area(s)

Primary: Economic Opportunity

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: MCEDC Community Development Coordinator VISTA Volunteer will develop a volunteer matching program. The volunteer matching efforts will serve a broad array of anti-poverty organizations and work with the entire range of ages and skills in the Mora valley area. After one year the VISTA Volunteer will have created a sustainable web-based volunteer matching program, an intake form, and most importantly, facilitate 50 volunteer matches above the 50 volunteers registered this past year. Our goal is \$100,000 of donated time doubling the \$49,000 recorded this past year and to have identified a way to track our success in bringing services to populations listed in poverty statistics.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 12/31/2018*)

Develop local established programs by assisting with communication between organizations that assist our low-income population in a variety ways. Establish relationships with organization leaders, volunteers and community members being served. Attention will be paid to seniors, commodities, youth summer food programs and assisting in classes that teach healthy ways to prepare locally grown food, food safety, and ideas for healthy daily meals at home or take away.

Member Activity:

- 1.Attend regular community and leadership meetings to gather information on the community and organizational needs, desires, strengths and weaknesses. Then, develop data bases consisting of this as well as local organization's needs, meetings, events, contacts, missions, etc...
- 2.Develop volunteer data bases including contacts, specialties, interests, etc. connecting volunteers with organizations.
- 3.Research available training programs for community and organizational growth and coordinate trainings locally. VISTA will also attend trainings for personal and community growth.
- 4.Identify potential entrepreneurial opportunities and connect volunteer and or professional business mentors with businesses or potential business owners who can benefit from this support.
- 5.Work with local organizations to host series of classes and opportunities to address healthy food preparation, planning, and education. At least half of attendees should qualify as poverty population.
- 6.Work with local certified community kitchens (The Local Growers' Cooperative and Collins Lake Autistic Camp) to host classes using local herbs and vegetables as well as healthy recipes using commodities from our 3 local commodity suppliers.
- 7.Begin a plan to address community communication gaps.
- 8.Quarterly report of new contacts made and how these contacts refer to populations that most need assistance.

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Put in place the volunteer development program on the OurMora.org website and create data base. This will contain a variety of information as well as assist in tracking community volunteer hours with the goal of 5,000 over the year. Begin data base on local organizations including pertinent contacts, events, websites, calendars, demographics and community interests most incorporated, etc. The goal is a minimum 25 organizations, businesses and partnerships in the community, region and statewide. Work with organizations, particularly the library, afterschool, summer, vocational bible school and additional services to provide better training and resources for teaching. This objective is specific to assisting organizations increase their effectiveness in elevating the level of readiness of all students and target those who lack resources financially, emotionally, or within the family.

Member Activity: 1.Attend regular community and leadership meetings to gather information on the community and organizational needs, desires, strengths and weaknesses.2.Develop data bases consisting of local organization's needs, meetings, events, contacts, missions, etc.3.Develop volunteer data bases including contacts, specialties, interests, etc. connecting volunteers with organizations.4.Research available training programs for community and organizational growth and coordinate trainings locally. VISTA will also attend trainings for personal and community growth.5.Identify potential entrepreneurial opportunities and connect volunteer and or professional business mentors with businesses or potential business owners who can benefit from this support. 6.Personal professional development which incorporates skills needed to achieve VISTA goals. Finding professionals in the community that will assist in doing Member activities more efficiently and professionally. 7.Execute plan to address community communication gaps which will assist in volunteer recruitment as well as bring resources to community members in poverty.

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Secure Resources and trainings for the Community to achieve its economic development and volunteer recruitment goals.

Member Activity: 1.Attend regular community and leadership meetings to gather information on the community and organizational needs, desires, strengths and weaknesses.2.Develop data bases consisting of local organization's needs, meetings, events, contacts, missions, etc... 3.Develop volunteer data bases including contacts, specialties, interests, etc. connecting volunteers with organizations.4.Research available training programs for community and organizational growth and coordinate trainings locally. VISTA will also attend trainings for personal and community growth.5.Identify potential entrepreneurial opportunities and connect volunteer and or professional business mentors with businesses or potential business owners who can benefit from this support. 6.Share data bases with community organizations, specifically targeting organizations known to work developing our low-income, and educationally challenged population.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 07/30/2019*)

Pull data together to quantify year's results in goal areas, assist in planning the next year's timeline, assist in researching new opportunities, partnership and resources for the coming year's plan.

Member Activity: 1.Continue working on set member activities. 2.Attend regular teleconferences with VISTA Sponsor as well as regular sub-site staff meetings, and operate as part of the overall team.3.Provide on-going feedback to VISTA sponsor and sub-sites on progress of the project, including, but not limited to, providing quarterly reports to VISTA sponsor and sub-site documenting VISTA activities and progress towards program goals.4.Maintain and build knowledge on issues related to VISTA assignment, including reviewing the latest economic development resources available and attending economic development trainings and other relevant training as they become available.

VISTA Assignment Description (VAD)

Title: End Hunger NM VISTA Volunteer

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): New Mexico Cares Foundation, Santa Fe, NM

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Our goal is to reduce poverty by increasing organizational capacity with VISTA Volunteer support for community-based plans aimed at alleviating hunger, increasing volunteer support for community improvement activities, connecting at-risk youth with technology-oriented employment and creating business and job creation results in low-income communities.

Objective of the Assignment (*Period of Performance: September 2018 – February 2019*)

Implement New Mexico Action Plan to End Hunger 2018 to build the awareness of hunger in the State of New Mexico by supporting underlying solutions that inspire self-sufficiency and community empowerment and support for a hunger-free tomorrow. The assigned VISTA will work with the coordinators and partners of four Action Plan initiatives and provide on-going results of the NM Action Plan to End Hunger in these areas: 1) Data and Resources 2) Intergenerational Feeding Programs 3) Access to conventional transportation 4) Addressing Hunger in Schools

Member Activity: 1) Participate in all aspects of registration for the 5th Annual End Hunger in NM Summit; 2) Attend the Hunger Summit Meetings; 3) Engage and attend the Keynote presentations and the afternoon breakout sessions at the Hunger Summit; 4) Participate in any other assigned task for the Summit. 5) Work with Manager to summarize the 2018 Hunger Summit and provide status to the NCNMEDD Board and Non-Metro Advisory Board. 6) Attend Hunger Summit Committee Meetings and meetings with community partners on the Hunger Summit and its results. 7) Attend regular meeting regarding the Action Plan. 8) Gather results of the status on each individual Action Plan initiative and provide additional insight on the progress as it is identified in the Action Plan quarterly. Results gathering includes: a) Primary work and data gathered by partners, Hunger Summit Committee. b) Secondary data on the community involvement, government and other sources and New Mexico Cares Foundation, Inc. c) Report results to the New Mexico Cares Foundation, Inc., Non-Metro AAA Director and NCNMEDD Executive Director. 9) Participate in the Coordination of the "End Hunger in NM" Day at the Legislature, which includes possible participation with the Hunger Council. 10) Perform other duties that further the overall goals and initiatives of the Hunger Summit and Action Plan. 11) Design a user-friendly website for EndNMHUNGER which identifies our mission.

Objective of the Assignment (Period of Performance: March 2019 – July 2019)

Implement New Mexico Action Plan to End Hunger 2019 to build the awareness of hunger in the State of New Mexico by supporting underlying solutions that inspire self-sufficiency and community empowerment and support for a hunger-free tomorrow.

Member Activity: The VISTA Volunteer will continue working activities initiated in 2018 in the 2019 Hunger Program Year.

Objective of the Assignment (Period of Performance: August 2019)

The VISTA volunteer will show the results by completing a comprehensive report which will document measurable accomplishments within the first year. The report will also indicate all partners involved that have supported and taken part in the FY17-21 New Mexico Action Plan to End Hunger and the Annual End Hunger in New Mexico Summit.

Member Activity: 1) The Vista volunteer would have documented progress of the work completed in each goal of the NM Action Plan to end hunger outlined in the strategic five-year plan. Work will be completed in various phases. 2) The Vista Volunteer would have communicated and interacted with partners working on the Hunger Summit initiatives regarding the status of work progress, reporting to supervisor outcomes of the discussions. 3)The Vista Volunteer would have gathered and prepared reports on the outcomes of progress made on each goal completed by the designated workgroups quarterly.4)The Vista Volunteer would have accompanied the supervisor to meetings with governmental and private partners, observing how collaborative meetings are conducted or facilitated. 5) The Vista Volunteer would have designed and kept the new website updated on the End Hunger in New Mexico Website with the supervision of the supervisor.6)The Vista Worker would have participated participated in the coordination of the Annual End Hunger Summit7)The Vista Volunteer will prepare a comprehensive report of work accomplished within the first year.

VISTA Assignment Description (VAD)

Title: Economic Development VISTA

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Community Learning Network ~ NM TechWorks, Santa Fe, NM

Focus Area(s)

Primary: Education

Secondary: Economic Opportunity

VISTA Assignment Objectives and Member Activities

Goal of the Project: Expand Tech Access and Education and increase Tech Enterprise and Employment in our region, especially for under-served and under-represented community members. VISTA members will support Tech education, training, programs, and events, and support outreach, marketing, PR, data management, community awareness and engagement.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 06/30/2019*)

Support the Tech Task Force and working group initiatives in the region and help document, develop, and grow a base of support and community engagement to strengthen our Tech economy and improve Tech access, education, enterprise, and employment

Member Activity: 1. Attend meetings and meet with community members, business leaders, Tech professionals, Training providers, local educators, civic representatives to assess and document Tech ecosystem strengths, challenges, needs, and highlights. 2. Collect data and documentation to create administrative support systems and community outreach resources. 3. Develop a database, mailing list, and other admin and marketing support resources. 4. Develop and update local calendars and our online directories of Tech events, camps, businesses, training programs and educational opportunities, plus a Tech A.I.M. Directory of resources and support for local Tech Apprenticeship, Internship, and Mentorships.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 12/31/2018*)

Support compilation, development, completion, and distribution of Hour of Code promotional materials as part of the regional celebration of National Computer Science Education Week in December 2018.

Member Activity: 1. Continue coordination and management of gathering of video clips for Hour of Code Video. 2. Coordinate completion of filming of specific video segments and coordinate comprehensive credits. 3. Support completion of promotional film and integrated outreach efforts. Alert and engage stakeholders in promotion and distribution. 4. Invite, coordinate and document celebrity, civic leader, and professional participants and volunteers. Document key participants and gather quotes and video comments. 5. Compile a variety of documentation including media and report showing qualitative and quantitative results.

Objective of the Assignment (Period of Performance: 07/31/2018 to 06/30/2019)

Support tech outreach, education, and on-going workshops.

Member Activity: 1. Assist with preparation, implementation and documentation of educational initiatives such as Ready to Grow Tech training, 1000 Websites in 1000 Days program, Social Media and ProTec accelerator training program, Tech and NM Youth Ambassadors training, Summer of Tech, Tech AIM and NM ITAP, and coding and Tech training camps, bootcamps, workshops, classes, credentials, badges, and other educational opportunities. a. Help prepare, promote, facilitate, track, and document programs including participants and stakeholders and outcomes. b. Support PR, calendar listings, press, and community outreach. 2. Assist with sharing of documentation of educational initiatives. a. Develop and share articles, stories, webpages, photos, videos, audio, blog, and social media posts. b. Gather data, develop reports, and grow directories, mailing list, and archive.

Objective of the Assignment (Period of Performance: 07/31/2018 to 06/30/2019)

Support Strategic Planning and Resource Development. Assist in identifying and securing resources to support local programs, strengthen our local Tech economy, and expand Tech access, education, enterprise, and employment in the region.

Member Activity: 1. Research, identify, and document potential resources and tools for support. 2. Support grant-writing, sponsor-solicitation, coalition-building, and donor cultivation, plus any campaigns, or appeals. 3. Participate in development of strategic plan for outreach and resource development and support launch of any fundraising campaigns or funding initiative. 4. Gather data, organizational documents, and financials, and create and compile all supporting documents, data, flyers, media, and standard program descriptions in both online and offline formants. 5. Support completion of Annual Report, Annual Grants calendar, Letters of Acknowledgement, and any Annual Grant Reports and Applications due. 6. Develop and share articles, stories, webpages, photos, videos, audio, blog, and social media posts or any other outreach documentation of resource development successes.

VISTA Assignment Description (VAD)

Title: VISTA Community Development Coordinator - Rio Grande Trail

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Northern Rio Grande National Heritage Center, Alcalde NM

Focus Area(s)

Primary: Economic Opportunity

Secondary: Environmental Stewardship

VISTA Assignment Objectives and Member Activities

Goal of the Project: This project will build capacity in economically distressed rural communities situated along the Rio Grande Trail in North Central New Mexico, to alleviate poverty, reduce unemployment, and provide a better quality of life. Community projects will result in a more fully developed multi-community trail partnership, more attractive amenities along the trail, and ultimately, more microenterprise and job opportunities for low-income persons in and around this impressive area of historic and cultural significance.

Objective of the Assignment (*Period of Performance: 11/01/2018 to 04/30/2019*)

Create Economic Development Plan for the Region and Focus Communities. The VISTA will create an Economic Development plan for the regional network and selected focus communities, providing appropriate assessment of need, SWOT Analysis, demonstration of the Collective Impact of the regional network development, and Concrete Action Steps.

Member Activity: 1. Conduct research on economic development best practices and measures, and identify how they relate to the focus communities and the regional network. The VISTA will use this research to undertake the other activities under this objective. 2. Using the selected measures and with community input, complete a SWOT (strengths, weaknesses, opportunities, threats) analysis of individual communities and the overall network. Results of this analysis will be included in the plan. 3. Using the community research, economic development knowledge gained and SWOT analysis, assist the communities in creating a list of specific, measurable, actionable, development goals for each community site, aimed at creating economic growth within the communities and the network as a whole. These goals will become part of the overall plan and demonstrate the collective impact of the network. 4. Document the economic development plan. The plan should be in a format that is accessible, usable, and appropriate for the region, the individual communities, and the needs of the RGT Commission. The plan created should be easily integrated into other relevant plans for select larger communities and region (e.g. Española, Taos and Questa Community Plans and other Trail development strategies at the regional and community levels – Enchanted Circle, Questa, Española, pueblos).

Objective of the Assignment (Period of Performance: 01/01/2019 to 7/30/2019)

Define Resources for the Communities to Achieve Economic Development Goals: The VISTA will assist communities in identifying resources and collaborations to meet the goals identified during the planning process. This will include building upon prior resource development initiatives.

Member Activity: 1. Work with each community to identify potential resources and tools to help the community reach the development goals identified in the plan. These resources and tools should be documented within the economic development plan or as addendum to the plan and easily accessible by the community. 2. Identify and document resources needed for regional network development, including the Heritage Area and area communities outside of the Rio Grande Trail. 3. Identify actions that may be taken by the selected communities in accessing the resources/tools identified in the plan. These actions may include grant writing and coalition building, as well as, creating a depository of applications, project descriptions, and contact lists for on-going community use.

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Build Community Economic Development Acumen: A primary objective of the VISTA project effort is building capacity within the communities and coalition for ongoing community-based economic development efforts.

Member Activity: 1. Attend regular meetings and conferences with VISTA Sponsor as well as regular staff meetings, and operate as part of the overall team. 2. Provide on-going feedback to VISTA sponsor and community partners on progress of the project, including, but not limited to, providing quarterly reports to VISTA sponsor and community partners documenting VISTA project activities and progress towards program goals. 3. Maintain and build community-level knowledge on issues related to VISTA assignment, including reviewing and distributing information on the latest economic development resources available and on economic development trainings and other relevant training as they become available. 4. Perform other activities that further the overall goals of the VISTA assignment. These activities may include, but are not limited to, skill-building activities such as providing training to community and Heritage Area staff, and requesting training from them regarding broader economic development projects and planning activities.

Objective of the Assignment (Period of Performance: 08/01/2018 to 10/30/2018)

Community and Trail Research: The assigned VISTA will research the particular Community & Economic Development needs of the selected communities (e.g. underlying causes of economic distress, barriers to job creation/job growth), as well as "get to know" the community they are serving. The VISTA will also research status of plans and direction provided by the Rio Grande Trail Commission and its constituents & consultants, as their final report is prepared and submitted.

Member Activity: 1. Attend Rio Grande Trail (RGT) Commission meetings and meetings with constituent groups to determine status of analysis, direction on final report recommendations, and areas for inclusion of community requirements and recommendations that may be developed through the VISTA work. 2. Assist Executive Director in assembling and coordinating meetings with community leaders to gather information on community culture, needs, desires, strengths and weaknesses, and to present plan concepts to be developed within this project. 3. Gather quantitative and qualitative data to provide additional insight into the communities. Data gathering includes: 1) Primary data gathered from interactions with the community, community surveys, public meetings, etc. 2) Secondary data on the community from government and other sources on economic conditions of the community, community make-up, etc. Incorporate studies and reports already developed at the community level to prevent duplication. 4. Provide forum for presentation of community input to the RGT Commission or its consultants.

VISTA Assignment Description (VAD)

Title: Entrepreneurial Ecosystem Developer VISTA

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Cuba, NM (in association with Sandoval Economic Alliance)

Focus Area(s)

Primary: Economic Opportunity

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Our goal is to create new economic development opportunities for Cuba, NM, a geographically isolated and economically depressed community in Northern Sandoval County through the development and deployment of a sustainable entrepreneurial ecosystem. This project will build entrepreneurial capacity in Cuba to alleviate poverty, reduce unemployment, and provide a better quality of life. The VISTA's will be eyes and ears in the community, gathering information about local economic development needs. Over the course of the service, the VISTA will help communities problem-solve, recommend entrepreneurial development activities, and identify potential resources for current and future entrepreneurs.

Objective of the Assignment (*Period of Performance: 07/31/2018 to 07/30/2019*)

Community Research: The assigned Entrepreneurial Ecosystem Developer will research the particular Entrepreneurial Development needs of the community (e.g. underlying causes of economic distress, barriers to entrepreneurial growth), as well as "get to know" the community they are serving.

Member Activity: 1. Promote the value of entrepreneurial development to the public and private leadership in Cuba and role of entrepreneurship in economic growth. 2. Attend regular community meetings and meetings with community leaders to gather information on community culture, needs, desires, strengths and weaknesses. 3. Gather quantitative and qualitative data to provide additional insight into the community. Data gathering includes: 1) Primary data gathered from interactions with the community, community surveys, public meetings, etc. 2) Secondary data on the community from the Sandoval Economic Alliance Director of Research.

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Create Entrepreneurial Development Plan for Cuba and assess the potential for an entrepreneurial incubator: The Entrepreneurial Ecosystem Developer will create the plan for Cuba with a needs assessment, SWOT Analysis; and Concrete Action Steps. The Entrepreneurial Development Director will also consider the findings of the Sandoval County Biomass Utilization Study as it relates to entrepreneurial potential in Cuba.

Member Activity: 1. Conduct research on entrepreneurial development best practices and identify how they relate to Cuba including the findings and recommendations of the Sandoval County Biomass Utilization Study. The Entrepreneurial Ecosystem Developer will use this research to undertake the other activities under this objective. 2. With the aid of the economic development research conducted and with community input, complete a SWOT (strengths, weaknesses, opportunities and threats) analysis related to entrepreneurial development. The results of this analysis will be included in the plan. 3. Using the community research, economic development knowledge gained and SWOT analysis, assist the community in creating a list of specific, measurable, attainable, realistic and timely (SMART) goals for the community aimed at reducing economic distress in the community through entrepreneurial development. These SMART goals will become part of the plan and shall involve measures to ensure sustainability of the plan. 4. Document the entrepreneurial development plan. The plan should be in a format that is accessible, usable, and appropriate for the community. The plan created should also be easily integrated into other relevant plans for the community and region (e.g. the regional Comprehensive Economic Development Strategy).

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Secure Resources for the Community to Achieve Economic Development Goals: The Entrepreneurial Ecosystem Developer will assist the community in identifying and securing resources and collaborations to meet the goals identified during the planning process.

Member Activity: 1. With input from the community and the Sandoval Economic Alliance, identify potential resources and tools to help the community reach the SMART goals identified in the plan. These resources and tools should be documented within the economic development plan or as addendum to the plan and easily accessible by the community. 2. Take steps towards assisting the community in accessing the resources/tools identified in the plan. Among other activities, these steps will include grant writing and coalition building, as well as creating a depository of applications, "canned" project descriptions and contact lists for on-going community use. There must be a focus on sustainability of the plan and ecosystem long-term.

Objective of the Assignment (Period of Performance: 07/31/2018 to 07/30/2019)

Build entrepreneurial development acumen.

Member Activity: 1. Attend regular teleconferences with VISTA Sponsor as well as regular sub-site staff meetings and operate as part of the overall team. 2. Provide on-going feedback to VISTA sponsor and sub-sites on progress of the project, including, but not limited to, providing quarterly reports to VISTA sponsor and sub-site documenting VISTA activities and progress towards program goals. 3. Maintain and build knowledge on issues related to VISTA assignment, including reviewing the latest economic development resources available and attending economic development trainings and other relevant training as they become available. 4. Perform other activities that further the overall goals of the VISTA assignment. These activities may include, but are not limited to, skill-building activities such as shadowing sub-site staff as they engage in broader economic development projects and planning activities.

VISTA Assignment Description (VAD)

Title: Workforce/Economic Development Summit Coordinator VISTA

Sponsoring Organization: North Central New Mexico Economic Development District

Project Name: Northern NM Economic Opportunities VISTA Project

Project Number: 18VSWNM001

Project Period: 07/08/2018 - 07/06/2019

Site Name (if applicable): Northern Area Local Workforce Development Board, Santa Fe, NM

Focus Area(s)

Primary: Economic Opportunity

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: This project will result in three Workforce Summits in Northern New Mexico to increase regional partnerships and streamline efforts within the workforce system. The micro-summits will bring partners representing workforce, economic development, education, and business representatives together to develop updated working community consensus about regional ED priorities and define organizational alignments and assignments that will make all the participating agencies more effective partners in helping the communities they serve and carry out one or more microregion job fairs matching low-income job seekers to job opportunities in the region.

Objective of the Assignment (*Period of Performance: 09/01/2018 to 8/31/2019*)

Workforce/Economic Development Partnership: The assigned VISTA will assist in the development and coordination of putting on three (3) different Workforce Summits in Northern New Mexico.

Member Activity: 1.Research and become familiar with the service area of the NALWDB and the Workforce Innovation and Opportunity Act (WIOA). 2.Create a database of services that are available within the Northern Region to assist individuals who are unemployed or underemployed and low income individuals. These will be microsummit stakeholders.3.Attend regular workforce summit committee meetings and meetings with workforce development professionals to develop the details related to convening a summit/workshop. 4.Prepare a budget for summit expenses.5.Help raise funding from sponsor organizations.6.Coordinate meeting locations and event details.7.Develop invitations and invitation lists.8.Preparation and distribution of marketing materials.9.Develop social media presence to market events/outcomes.10.Recruit employers for participation in the job fair portion of the programs.11.Execution of meeting logistics.12.Gather quantitative and qualitative data to provide committee with additional insight into the value of the workforce summits. Data gathering includes: a) feedback from attendees. b) Compilation of reports based on data presented in each area. c) Develop outcomes based on information presented during each summit to be available for strategic planning.

Objective of the Assignment (Period of Performance: 09/01/2018 to 8/31/2019)

The first objective described above is to hold the events and develop new partnership plans for the organizations. A second anti-poverty outcome of the above activities will be one or more job fairs conducted in association with the events. The job fair portion of the program design will match low-income job seekers with employment opportunities in their communities.

Member Activity: Same as previous objective.

Objective of the Assignment (Period of Performance: 09/01/2018 to 8/31/2019)

The microsummits will identify organizational alignments needed to make partner organizations more effective in the services they provide to low-income clients. The VISTA Volunteer will be assigned to coordinate implementation of a minimum of one partnership action plan in each region and will document the capacity-building results and anti-poverty outcomes, primarily job matches for low-income persons, generated by these efforts. It is anticipated that some of these partnerships will involve improved communications with and services development in cooperation with large employer organizations.

Member Activity: 1.The VISTA Volunteer will document the partnership action plan to which they have been assigned. 2.The VISTA Volunteer will interact with partners to create as detailed a partnership direct service action plan as necessary to achieve mutual objectives. 3.The VISTA Volunteer will provide collegial guidance to partners to ensure follow-through on mutually agreed responsibilities.4.The VISTA Volunteer will become familiar with Labor Market Information within the region to identify the most accessible employment opportunities available in the region.