

VISTA LEADER

Location: College Possible National

Assignment Area: VISTA Management

GOALS:

Develop the National office's capacity to manage the VISTA program more efficiently and effectively. Collaborate with the AmeriCorps and VISTA Manager to support 19 VISTAs across the organization in five states. Increase the effectiveness and efficiency of VISTA recruitment and reporting practices.

SERVICE ACTIVITIES:

Support 19 VISTAs serving in five College Possible sites: Saint Paul, MN; Milwaukee, WI; Omaha, NE; Portland, OR and Philadelphia, PA.

- + Connect with all 19 College Possible VISTA members across the country by setting and facilitating regularly scheduled one-on-one and group check-ins.
- + Develop creative and innovative ways to keep VISTAs, separated by great physical distances, connected to one another in order to increase both professional collaboration as well as the one-team spirit of College Possible.
- + Support the professional development of VISTA members by ensuring that they have opportunities for training and development experiences.

Collaborate with the AmeriCorps and VISTA Manager to increase the effectiveness, efficiency and quality of VISTA recruitment throughout the country.

- + Conduct an extensive review and analysis of College Possible's VISTA recruitment strategy.
- + Collaborate with the AmeriCorps and VISTA Manager to create and implement revisions to better identify, recruit, screen and select high quality candidates across the country.
- + Develop and test tools to train all College Possible Leadership Team members involved in the VISTA recruitment strategy.

Review, and analyze current system for VISTA reporting and utilize findings to create an updated system that increases efficiency.

- + Conduct an extensive review and analysis of College Possible's VISTA data tracking, collection and reporting system.
- + Research and become familiar with new VISTA performance measures.
- + Design, create, implement and document a technology-based system for compiling and tracking measurable outcomes for reporting.



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