### VISTA Assignment Description (VAD)

**Title:** HOPE Village ULLC Member - February 18-19

**Sponsoring Organization:** Focus: HOPE  
**Project Name:** HOPE Village Initiative VISTA Program  
**Project Number:** 12VSNMI013  
**Project Period:** 04/30/2017 - 04/28/2018

**Site Name (if applicable):** Focus: HOPE

**Focus Area(s):**  
- **Primary:** Education  
- **Secondary:** Capacity Building

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The ULLC VISTA member will support the continued work of the Urban Learning and Leadership Collaborative (ULLC). The ULLC is a partnership forged between HOPE Village leaders and stakeholders to leverage and coordinate university resources in support of neighborhood initiatives, in order to address pervasive problems in the HOPE Village community. It is an innovative model of community/campus collaboration which builds on the assets of all groups in order to enhance learning and knowledge and become a catalyst for accelerating community change.

**Objective of the Assignment (Period of Performance: February 5, 2018 - February 4, 2019)**  
Support the operations of the ULLC through processing documents for review by the core team, ensuring timelines are followed, and ensuring that consistent communication is kept among the team.

- **Member Activity:** Ensure that ULLC documents and materials are distributed, collected, and properly recorded as required by the ULLC Charter
- **Member Activity:** Ensure that the ULLC timeline is being followed and that deadlines are met
- **Member Activity:** Support recruitment for ULLC partners, volunteers, and staff (if applicable)
- **Member Activity:** Build capacity for regular internal communication within the ULLC and external communication about the ULLC

**Objective of the Assignment (Period of Performance: February 5, 2018 - February 4, 2019)**  
Build processes for creating and enacting ULLC projects

- **Member Activity:** Collect and distribute project write-ups that are pending ULLC approval
- **Member Activity:** Schedule, plan, and organize regular ULLC meetings and ensure that agendas are created for the meetings
- **Member Activity:** Implement communication tools for ULLC project leads to regularly review results
Objective of the Assignment *(Period of Performance: February 5, 2018 - February 4, 2019)*

Support ULLC events and grant applications for the project

**Member Activity:** Monitor and assist in implementation of the ULLC Symposium(s)

**Member Activity:** Coordinate logistics for ULLC events

**Member Activity:** Coordinate the review process for presentations proposed for the Symposium

**Member Activity:** Monitor the ULLC events budget

**Member Activity:** Find and support grant writing for potential grants for ULLC