

Community Partnerships Coordinator AmeriCorps VISTA

Mission

The AmeriCorps VISTAⁱ will coordinate and facilitate partnerships between the school and existing and/or potential outside community partners with the goal of well integrating services into the school's schedule and meeting major school needs. The overall goal is to ensure these partnerships are mutually beneficial, sustainable and serving students effectively.

The VISTA will build capacity in **four major areas** through specific initiatives:

1) Documentation and Needs Assessment

- Collect and maintain log of current partners and programs
- Collect partner goals and program requirement information
- Conduct needs assessment of school needs using tools provided by PHENND
- Compile results for discussion and analysis with school leadership
- Develop and distribute coordinated calendar of partner and school activity

2) Communication and Relationship Building

- Coordinate and host monthly stakeholder meetings for community partners, school and community leaders for information sharing and collaboration
- Disseminate partner activity information monthly to partners and school staff to provide support for communication between school and partners as well as inter-partner relations
- Assist in communication strategy for the school (monthly calendar, newsletter and/or social media, school website etc.) as appropriate

3) Strategic Planning

- Meet regularly with principal for goal setting
- Attend leadership meetings as appropriate to further to participate in school needs' discussions
- Support leadership's efforts to align current partners to school needs in monthly meetings
- Pursue new community partners for programs or workshops for school community or staff professional development in response to school needs

4) Evaluation

- Track increase in number of community partnerships as well as quality of these partnerships (i.e., whether they are mutually beneficial and long lasting) using designated evaluation method PHENND will develop
- Facilitate data sharing between partners and school in the interest of directing and developing partnerships as appropriate

ⁱ The AmeriCorps VISTA is full-time federally funded volunteer who will address issues of poverty through capacity building initiatives and community outreach for your school.