

VISTA Assignment Description

Title: Project Team Lead VISTA
Sponsoring Organization: Achieve Brown County Project Name: Achieve Brown County Project Number: 19VS209791 Project Period: 06/2021 – 06/2022
Site Name (if applicable):
Focus Area(s) Primary: Education Secondary: K-12 Success

VISTA Assignment Objectives and Member Activities

Goal of the Project:

Achieve Brown County is a community-led collective impact that convenes, facilitates, and supports the collaborative efforts of businesses, non-profits, schools, and individual community members to create a truly equitable Brown County in which all young people have what they need to succeed in school, work and life. Our work is grounded in the use of data to identify and improve the systems in our county in order to drive equity. This VISTA project's goal is to build organizational and administrative capacity for the community resulting in sustainable systems change.

Objective of the Assignment (months 0 – 2):

On-boarding to the work of Achieve Brown County and the specific Action Team Assigned.

Member Activity: Member Activities: •Review the existing work of the ABC Collaborative Action Team including relevant Action Teams. Identify community stakeholders who are primary contributors to the Action Team's outcome and related system(s) •Build and manage key community relationships connected to Action Team stakeholders to ensure community alignment to the Action Team outcome. Other duties as assigned.

Objective of the Assignment (month 3):

Update and create Project Plans to improve communication and drive results of the Action Teams. Other duties as assigned.

Member Activity: Coordinates knowledge of organization's processes within the Action Team directly related to screening, assessment and/or intervention for the applicable community outcome • Identifies and resolves barriers that create inefficiencies in the system • Creates operations manuals and communications toolkits that establish cross-site processes and procedures as assigned. Schedule and facilitate Action Team Meetings. Collects/reviews community/youth voice related to the desired outcomes.

Objective of the Assignment (months 4-12):

Works collaboratively with Action Team to develop and integrate a standardized performance improvement model to facilitate change within Brown County.

Member Activity: •Influences and develops integration of standard work and processes within Brown County • Facilitate and/or implements change in organizations and collaborates with other process owners to influence change across organizations • Creates and executes process for collecting youth and community voice related to the team's desired outcomes • Tracks and monitors progress against timelines of various projects and operations-related progress, milestones, timelines, and deliverables using project management tools; proactively manages systems and timelines and provides recommendations for necessary adjustments and/or quality improvements • Collaborates with the data team to incorporate relevant data into the work •Develops, manages and implements operational processes from start to completion for all assigned initiatives and projects.

Objective of the Assignment (months 10 – 12):

Developing systems to assess/evaluate the Action Team model to inform future improvements. Other duties as assigned.

Member Activity: Reports on project progress, to highlight successes and effective strategies, and address areas in need of improvement • Collects and presents timely organizational/process data to support outcomes •Work with staff, volunteers and partner organizations to organize and leverage project management tools