

VISTA Assignment Description (VAD)

Title: TECDEV Community Advocate at the MLK Center

Sponsoring Organization: Equal Justice Works
Project Name: Tenant Engagement and Community Economic Development Project
Project Number: 14VSAPA003

Goal of the Project: This project will build the capacity of tenants in eligible Rental Assistance Demonstration U.S. Department of Housing and Urban Development (HUD)-assisted properties to engage with management and community organizations regarding their rights, responsibilities, and options for improving their homes and communities. The project aims to: (1) increase tenant outreach and training capacity of qualified local nonprofit organizations in at least 20 cities and (2) help tenants advocate for the economic development of their communities. VISTA members will build the capacity of tenant organizations through outreach, education, leadership development, and legal aid over the course of the project.

Objective of the Assignment (*Period of Performance: February 2017-April 2017*)

Initial Project Development and Host Site Capacity Building

Member Activity: Member Activity: Activity 1: Develop work plan in partnership with site supervisor and Equal Justice Works. Step 1: Using VAD and position description, create a comprehensive outline for year-long work plan. Step 2: incorporate performance measures from quarterly reporting form; submit for approval.

Member Activity: Member Activity: Activity 2: Identify eligible buildings for outreach, organizing, and tenant engagement. Step 1: Work with host site supervisor and Community Advocate to develop strategic plan for focus of project. Step 2: Along with Community Advocate, meet with tenant leaders and community members to determine community needs and begin to formulate legal strategies to address them.

Member Activity: Member Activity: Activity 3: Support VISTA Community Advocates in providing outreach to tenants, and building coalitions to develop and strengthen the community. Step 1: Identify community need and timing with Community Advocate. Step 2: Work with supervisor to formulate legal advocacy to address these needs.

Objective of the Assignment (*Period of Performance: May-July 2017*)

Building Community and Tenant Capacity

Member Activity: Member Activity. Activity 1. With Supervisor, provide training in tenants' rights, HUD housing subsidies, and organizational and leadership development to targeted tenant associations. Step 1. Develop training materials for presentations and to assist in subject specific capacity building for the host organization.

Member Activity: Member Activity 2. Work in close partnership with TECDEV Community Advocates based in the same geographic area. Step 1. Meet at a minimum weekly with TECDEV Community Advocate in same region. Step 2. Develop community trainings and materials with Community Advocate. Step 3. Participate in monthly

national calls with Equal Justice Works.

Member Activity: Member Activity 3. Provide legal strategies and support to tenants. Step 1. Conduct legal research and writing, client interviews, assistance with administrative hearings, discovery and trial preparation as it relates to TECDEV. Step 2. Represent tenants and tenant associations in administrative hearings as necessary to the project.

Objective of the Assignment (*Period of Performance: August-October 2017*)

Developing Best Practices and Training Materials

Member Activity: Member Activity. Activity 1. Facilitate meetings and/or mediations between tenant associations and HUD representatives and/or building owners and managers. Step 1. Advise tenant associations and organizing sites regarding the best course of action to address needs posed by the conversion to RAD housing, and engaging tenants in community development. Step

2. Assist community advocate groups to implement grassroots strategies for community development and improvement through improved access to economic opportunity and social services.

Member Activity: Member Activity. Activity 2. Track the number of organizations and tenants that receive capacity building services through an activity log.

Member Activity: Member Activity. Activity 3. Develop written reports on best practices, success stories and related materials to share with Equal Justice Works and other TECDEV project partners and tenant associations. Step 1. Work with Community Advocate and host site supervisor to develop and document best practices. Step 2. Publish/distribute materials with community and project partners.

Objective of the Assignment (*Period of Performance: November 2017- January 2018*)

Publicize Program Success and Plan for Next Year

Member Activity: Member Activity. Activity 1. Draft reports and publications regarding successful aspects of the program and challenges that were overcome. Step 1. Identify achieved goals for the year; document. Step 2. Identify goals for next year; document. Step 3. Share with other sites working on the project.

Member Activity: Member Activity. Activity 2. Track the number of organizations and tenants that receive capacity building services through an activity log.

Member Activity: Member Activity. Activity 3. Conduct ongoing outreach throughout the year. Step 1. Create presentations for the public on the project. Step 2. Present to community partners, tenants, and local leaders. Step 3. Create training materials for incoming VISTA members and other stakeholders to replicate and further the successes of the project.

For more information, contact Allison at (317) 923-4581 or info@MLKCenterIndy.org

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