

## AmeriCorps\*VISTA Member Assignment

**VISTA Project:**

Uplifting People

**Site Name:**

Uplifting People Inc./Metro-Atlanta

**VISTA Member Name:**

**Assignment Description:**

Marketing Specialist

**Goal 1:** To build community buy-in for ‘Uplifting People’s’ prisoner re-entry program which helps prisoners prepare for their release, the return to their communities, and to adjust to life as productive law-abiding citizens over a three-year period we will develop a infrastructure to increase community awareness and volunteer support.

**Task 1:** Develop volunteer systems (data base, volunteer task description for CAI-community awareness initiative home reception)

**Steps**

- 1)
- 2)
- 3)

**Task 2:** Plan development and overnight and conduct home receptions

**Steps**

- 1) Contact past volunteers and board members to host reception
- 2) Plan and provide material for training
- 3) Coordinate staff (board members, volunteers) to present for the home reception
- 4) Oversight of reception; collect of all data forms. Attendance records and notation of items collected or donated; notation of all results.

**Task 3:** Structure and plan town forums on prisoner community re-entry in Fulton, DeKalb counties

**Steps**

- 1) Plan and develop the structure for town forums
- 2) Solicit, recruit, and invite speakers, sponsors, and hosts.
- 3) Develop cost and expense budget for forum
- 4) Oversight of reception collection of all data, survey, attendance records, notation of item collected, notation of record results

**Task 4:** Establish a leadership in action community council

**Steps**

- 1) Plan and develop mission, structure for community council
- 2) Recruit and invite volunteers, hosts, and forum leaders to set on council
- 3) Have council meet

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**Assignment Description:**

Grant/Resource Developer

**Goal 2:** To establish community-wide consensus on the creation of safe communities through targeted activities designed to increase the productivity and contribution of released prisoners.

**Steps**

1)

2)

3)

**Task 1:** Design a safe community re-entry campaign that expresses the benefits of successful re-entry, including a recognizable slogan that elevates Uplifting People Inc.'s initiatives

**Steps**

1)

2)

3)

**Task 2:** Identify appropriate products with logo to market and sell in safe communities campaigns.

**Steps**

1)

2)

3)

**Task 3:** Implement the safe community re-entry campaign

**Steps**

1)

2)

3)

**Task 4:** Identify and set appointments for radio, television, and other media outlets to communicate the detail of the safe communities campaign.

**Steps**

1)

2)

3)

**Task 5:** Implementation of public service announcements; local publications, radio

**Steps**

1)

2)

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**Assignment Description:**  
Community Awareness Initiative Specialist

**Goal 3:** To acquire increase and stable funding at a minimum of \$250,000 per year to support the efforts of Uplifting People Inc. in prisoner re-entry

**Task 1:** Research and maintain a database of grant opportunities of federal, state, local land

**Steps**

- 1)
- 2)
- 3)

**Task 2:** Establish a network of funding organization that will fund prison re-entry initiatives, including housing, employment, carework, and resource development for program members

**Steps**

- 1)
- 2)
- 3)

**Task 3:** Develop and submit proposals for funding and overall and specialized areas of program operations

**Steps**

- 1) Early release prison programs (4-13 week cycles)
  - a) Pre-release plans and assessment
- 2) Coordinating resource specialist (careworker)
- 3) Employment, apprentice, and entrepreneur programs
- 4) Housing programs

**Task 4:** Identify and secure potential through kind contributions from corporations; no-profits, government organizations, and individuals

**Steps**

- 1) Computers and software
- 2) Technical resort
- 3) Human services
- 4) Resources and housing

**Task 5:** Identify and nurture relationships with the help of affluent philanthropic individuals

**Steps**

- 1) Corporate Leaders
- 2) Religious Leaders
- 3) Entertainers
- 4) Detainees

**Task 6:** Design and structure of Internet; direct giving revenue strategies

**Steps**

- 1)
- 2)
- 3)

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**Assignment Description:**  
Data Support Systems & Evaluation  
Coordinator

**Goal 4:** To develop and implement a comprehensive data collection and evaluation system that will allow for a high quality evaluation of our prisoner re-entry programs, client services and administrative services outputs and inputs

**Task 1:** Create of locate electronic database system that will document vital data necessary for evaluation of services offered, result service, location of services delivery, statute of service delivered and all information on program members; direct services for program members by monitoring supervisor

**Steps**

- 1)
- 2)
- 3)

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**Assignment Description:**  
Prison to Community Resource Systems  
Coordinator

**Goal 5:** To build a community-wide result driven case management service for released prisoners that allows for the appropriate delivery of needed services and documentation of those services and their results

**Task 1:** Identify and promote ‘Best Practices’ on care management of release prisoners

**Steps**

- 1)
- 2)
- 3)

**Task 2:** Set up member perimeters for intake, follow-up, and documentation of result from comprehensive care management approaches

**Steps**

- 1)
- 2)
- 3)

**Task 3:** Establish collaborations and memorandum of agreements of provider services to program members seeking services form partnership agency

**Steps**

- 1)
- 2)
- 3)

**Task 4:** Conduct and assist in training new staff and volunteers on the ‘Best Practice’ care management and the input of data

**Steps**

- 1)
- 2)
- 3)

