

Doña Ana Communities United
VISTA Assignment Description (VAD)
Fall 2019 timebank/outreach position

Doña Ana Communities United (DACU) creates welcoming spaces for all people, especially those whose voices and stories go unheard. We build genuine relationships, carry out uplifting projects, and engage with local government. We seek a volunteer who practices equity in work life and personal life; appreciates the assets and gifts in everyone; loves connecting people; speaks Spanish; and is curious, creative, humble, optimistic, organized, and flexible.

1. Objective: Promote DACU's mission and work through education and outreach, particularly to those most affected by poverty and health inequities.
 - 1.1 Activity: Improve and increase DACU's outreach to Spanish speakers, young families, residents of the colonias, and agencies/clients of Community of Hope.
 - 1.2 Activity: Promote DACU's initiatives at public meetings, events, and on social media.
 - 1.3 Activity: Refine the template for DACU's monthly newsletter and assist in the production of the newsletter.
 - 1.4 Activity: Manage volunteers who improve and maintain DACU's website.
 - 1.5 Activity: Assist in creating collateral media materials.
 - 1.6 Activity: Add to the binder that will enable others to carry on this position's work.

2. Objective: Research and assist in implementing new and improved fundraising efforts.
 - 2.1. Activity: With a group of volunteers, assist in developing a fundraising plan.
 - 2.2. Activity: Assist in the coordination of fundraising campaigns.
 - 2.3. Activity: Collaborate with SINC in designing and implementing a donor database.
 - 2.4. Activity: Write acknowledgments to donors.

3. Objective: Grow the timebank volunteer network, especially to include those most affected by poverty and health inequities.
 - 3.1. Activity: Plan and implement monthly timebank get-togethers and orientations.
 - 3.2. Activity: Coordinate planning and follow-up for monthly Timebank Steering Committee meetings.
 - 3.3. Activity: Manage the Timebank Steering Committee action teams aligning with 3.4.
 - 3.4. Activity: Research, implement, and maintain a project management system to track timebank projects and collect and prioritize innovative ideas.
 - 3.5. Activity: Recruit and manage timebank members to fulfill DACU needs.
 - 3.6. Activity: Support timebankers to set up and conduct ongoing group exchanges.
 - 3.7. Activity: Track and report the activity of timebank members utilizing the hOurworld database twice a year.