**VISTA Assignment Description (VAD)**

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| **Title:**  Assistant Sustainability Coordinator |
| **Sponsoring Organization:**  Berea College Office of Sustainability  **Project Name:**  Sustainability Programs Expansion, Awareness & Utilization  **Project Number:**  **Project Period:**  02/01/2017 – 01/31/2018 |
| **Site Name (if applicable):** Berea College Office of Sustainability |
| **Focus Area(s)**  **Primary:**  Healthy Futures  **Secondary:** |
| **Note:**  *If your VAD is not accepted, the State Office will note the reason(s) why here.* |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**  The VISTA project will help ensure that important sustainability programs designed by Berea College Office of Sustainability (OS) are expanded, institutionalized, communicated, and utilized. The mission for the Office of Sustainability is dedicated to the advancement of social justice, environmental integrity, and economic wellbeing for current and future generations. This VISTA project contributes to fighting poverty in Appalachian Kentucky by building the capacity of communities and organizations to promote energy efficiency which is a key component of more sustainable communities. Educating our poorest Appalachians on energy efficiency, helps fight poverty by having a direct impact on utility bills, financial wellbeing, and environmental degradation. |
| **Objective of the Assignment (*02/01/2017 – 01/31/2018)***  **Increase Awareness of Energy Audit funding for Eastern Kentucky Promise Zone Area Businesses through Berea College Center for Energy**  **Member Activities:**   1. Develop a marketing plan as well as marketing/social media templates for outreach to qualifying business owners located within Eastern Kentucky Promise Zone Areas    1. Collaborating with Partners for Education and Berea College staff, develop a targeted list of organizations and businesses in Eastern KY that will help promote the program and identify qualifying businesses    2. Working with staff Sustainability Coordinator and external Energy Auditors, research and catalogue information that will educate qualifying business owners about projected rising energy costs and potential savings realized thru energy audits.    3. Research Federal, State, and Local grant sources available to help offset the capital improvement costs recommended in the energy audits 2. Develop standardized reporting systems to measure impact of program    1. Collaborating with Sustainability Coordinator, Energy Auditors, and Student Interns, identify key metrics to measure including number of businesses and populations served as well as financial and environmental impact to the area.    2. Develop reporting template for sharing results of the program to a wide audience including organizations and businesses engaged in the program, future qualifying businesses, internal Berea College leadership, Partners for Education, and USDA national and state officials.   **Objective of the Assignment (*02/01/2017 – 01/31/2018)***  **Update College Climate Action Plan Report and Create Communications and Information Collection Templates for future revisions**  **Member Activities:**   * + - 1. Revise Berea College Climate Action Plan with new data points and recommendations for climate neutrality investments and programs.          1. Collaborate with Sustainability Committee, VP Operations & Sustainability, Sustainability Coordinator, and labor student “Data Tracking & Analysis Coordinator to gather current feedback and data from each of these individuals and committee for report compiling.          2. Develop Climate Action Plan template for future internal information gathering as a result of experience   (a). Template will be used as a guide for future report revisions   * + - 1. Develop communications templates for presentations, web, and social media outreach. These tools will be used to reach college leadership, staff, faculty, and students; at national sustainability conferences such as AASHE, Smart and Sustainable Campuses; and for sharing with our fellow Kentucky college and university institutions during quarterly meetings with sustainability leadership.   **Objective of the Assignment (12/1/2014 – 1/31/2015)**    **Produce quality reports that can be used on social media, traditional media, as well as complied for federal reporting requirements which demonstrate the anti-poverty and capacity building work being accomplished during your service term.**  **Member Activities:**  1. Complete monthly reports and annual reports as well as other progress reports (as assigned).  a. Become knowledgeable about required and expected reporting.  b. Develop strong tracking tools that align with the outcomes of your VAD and the performance plan to ensure that you are tracking your outcomes.  c. Research ways to share the impact of your work in the community and develop a brief external engagement plan to be used over the course of your year of service.  d. Ensure that materials you create during your year include the AmeriCorps VISTA logo and that your service site has the VISTA brand visible within the site.  e. Support your site and intermediary with elevating stories of impact, playing close attention to events, meetings and interactions with elected officials or any other noteworthy engagement.  f. Participate in, and engage others in, the national days of service and national days of recognition as requested. |
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