# VISTA Assignment Description (VAD)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Leesville VISTA</th>
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<tbody>
<tr>
<td><strong>Sponsoring Organization:</strong></td>
<td>Central Louisiana Technical Community College</td>
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<tr>
<td><strong>Project Name:</strong></td>
<td>Central Louisiana Technical Community College</td>
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<tr>
<td><strong>Project Number:</strong></td>
<td>19VSWLA004</td>
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<tr>
<td><strong>Project Period:</strong></td>
<td>09/29/2019 - 12/19/2020</td>
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<tr>
<td><strong>Site Name (if applicable):</strong></td>
<td>Leesville</td>
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<tr>
<td><strong>Focus Area(s)</strong></td>
<td></td>
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<tr>
<td><strong>Primary:</strong></td>
<td>Education</td>
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<tr>
<td><strong>Secondary:</strong></td>
<td>Economic Opportunity</td>
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## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The goal of the project is to encourage active duty, prior service and retired military personnel, as well as their dependents, to pursue higher education opportunities through supporting training programs offered to soldiers who are within 18 months of separation. The project will bring active duty, prior service, retired military personnel, and their dependents out of poverty by improving their educational requirements and job readiness for civilian employment.


Promote educational training programs to soldiers who are within 18 months of separation from the army at Fort Polk and their dependents by creating a comprehensive communications plan and marketing materials designed to increase military family awareness of the value of higher education and increase participation in the training programs.

**Member Activity:**

1. Identify and expand partnerships with local private businesses, training programs, workforce programs, and organizations with potential program participants.
2. Attend and/or organize job/career fairs and other recruitment opportunities to gauge interest of and enroll local military personnel in training programs with CLTCC.
3. Coordinate with programmatic staff to create and distribute promotional materials for the training programs and online position listings for enrollment.
Objective of the Assignment (Period of Performance: 9/29/2019 - 09/26/2020)
Develop outreach plans to reach veterans, including low-income veterans, to increase their awareness of available resources and higher education opportunities and ready them for the transition into the civilian job market.

Member Activity: 1. Identify outreach opportunities and best practices for military families to explain and market the value of higher education, job training opportunities, and career pathways. 2. Develop and produce flyers and collateral such as PowerPoint presentations for military family guide to higher education and job training programs 3. Identify potential collaborators and plan informational meetings 4. Improve communication about job training programs among partner organizations 5. Identify potential stories for press and social media venues.

Minimum Qualifications:
- HS Diploma
- Proficient in Word and Excel or Google Docs (Documents and Spreadsheets)
- Good written and oral communication skills working with a diverse audience of varying ages from junior students and their parents.

Compensation: Monthly Stipend

Please email resume and cover letter to: meredithrennier@cltcc.edu

Application reviews to begin immediately.

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