

VISTA Assignment Description (VAD)

Title: AmeriCorps Paralegal Research VISTA Member

Sponsoring Organization: Educacion Para Nuestro Futuro, Founded by Escuela Bolivia

Project Name: Capacity Building for Edu-Futuro's Workforce Development Ser

Project Number: 22VSBVA003

Project Period: 12/29/2024 - 01/10/2026

Site Name: Edu-Futuro's Fairfax Tysons Office

Focus Area(s)

Primary: Capacity Building

Secondary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: Edu-Futuro's VISTA project empowers underserved Latino and immigrant youth/families through education, leadership, and workforce development. Aligned with AmeriCorps' focus, it builds fundraising and curriculum capacity for Two-Generation services, impacting 3,000+ families annually. Six VISTA members will research and support the launch of a Childcare Education and Training Center (CETC) over three years, enhancing Edu-Futuro's efficiency and reach. By FY2025, a CETC implementation framework will be established for underserved Latino and immigrant youth/families through education, leadership, and workforce development.

Objective of the Assignment

The AmeriCorps Paralegal Research VISTA Member will play a vital role in laying the legal groundwork for a new Childcare Education and Learning Center (CETC), receiving dedicated support from the organization's leadership team and the AmeriCorps Program Manager throughout their service. This member will conduct comprehensive research, ensuring all legal requirements are met and identifying the most suitable location(s) for the CETC. This collaborative effort will be crucial in establishing a successful and sustainable center that meets the needs of the community.

Member Activity (12/29/2024 - 01/10/2026): Community Assessment: Conduct a comprehensive survey of childcare licensing and operational requirements within Edu-Futuro's operational localities, with guidance from the AmeriCorps Program Manager and leadership team.

Member Activity (12/29/2024 - 01/10/2026): Community Awareness and Engagement: With direct support and collaboration from the organization's leadership team, AmeriCorps Program Manager, and VISTA Lead. Facilitate meetings with potential collaborators and formalize partnerships through Memoranda of Understanding (MOUs).

Member Activity (12/29/2024 - 01/10/2026): Outreach Strategy Development: in partnership with the VISTA Lead and AmeriCorps Program Manager. Create a targeted outreach plan for specific demographics/beneficiaries in priority locations identified through the community assessment report in partnership with the VISTA Lead and AmeriCorps Program Manager.

Member Activity (12/29/2024 - 01/10/2026): Regulatory Research: With guidance from the AmeriCorps Program Manager and Deputy Director, research laws and legal requirements influencing the establishment and administration of a Child Education Center,

Member Activity (12/29/2024 - 01/10/2026): Contractual and Signage Research: In collaboration with the VISTA Leader and AmeriCorps Program Manager, research and identify optimal employee contractual agreements and required signage (internal and external) for the Child Education Center, with collaborative input from relevant stakeholders.

Member Activity (12/29/2024 - 01/10/2026): Facility and Equipment Assessment: in consultation with the AmeriCorps Program Manager and facilities team, research and identify necessary tools and furniture for the Child Care and Education Center, ensuring compliance with local and state requirements, and provide estimated costs in consultation with the AmeriCorps Program Manager and facilities team.

Member Activity (12/29/2024 - 01/10/2026): Educational Software Requirements: Under the direction of the AmeriCorps Program Manager and Deputy Director, and with the support of the VISTA curriculum member, research and identify legal requirements for educational software for the Child Care and Education Center through a collaborative research process.

Member Activity (12/29/2024 - 01/10/2026): Organizational Support: As part of a team effort, under the direction of the AmeriCorps Program Manager and Development Director, assisted with the organization and implementation of the gala, soccer tournament, and other key organizational activities that support the organization's mission.