

# SERVE PHILADELPHIA VISTA CORPS

OFFICE OF COMMUNITY EMPOWERMENT & OPPORTUNITY



2025-2026

*Serve Philadelphia VISTA Corps Positions*

# SERVE PHILADELPHIA VISTA CORPS

The Serve Philadelphia VISTA Program is accepting applications from qualified candidates to join the 2025-2026 Serve Philadelphia VISTA Corps.

Our [AmeriCorps VISTA](#) members serve full-time (30 hours/week) for **one year** working on systems level change in Philadelphia city government. Our administration has invested in a comprehensive approach to lift residents out of poverty and to break the cycle for future generations. The work of the Serve Philadelphia VISTAs is an important part of moving the City's anti-poverty strategy forward.

**Applications close April 30, 2025 at 11:59 PM**

## What do Serve Philadelphia VISTAs do?

Each VISTA position is unique to the City department or initiative, but all VISTAs will build capacity. Capacity building activities can include, but are not limited to:

- Creating tools, systems and guides like databases, policy briefs and marketing materials
- Generating resources through partnerships, volunteers and/or grant-writing
- Developing, organizing and/or assessing programs, events and/or meetings
- Supporting, establishing, or strengthening cross-departmental and cross-sector partnerships

## Requirements:

- 18 years or older, high school degree or equivalent GED
- US citizen or permanent resident ([AmeriCorps VISTA FAQ](#) for more info)
- Criminal background check (if accepted)

## Qualifications:

- Demonstrated interest in anti-poverty efforts, social justice and volunteerism
- Able to collaborate with diverse communities and stakeholders
- Strong organizational, time management and communication skills
- Open to new experiences and growth
- Each individual VISTA position lists additional relevant and preferred qualifications

**Term of Service:** 1 year

**Start date:** August 11, 2025 – **End date:** August 10, 2026

**How to use this guide:** In our application, you'll be invited to select up to 5 projects. To find projects that meet your personal and professional interests, we suggest using the "find" feature by selecting "CTRL" and "f" at the same time on your keyboard. In the search box that opens, type in your keywords. Keyword examples: empathy, transportation, digital equity, justice, literacy, etc.

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## Benefits:

- Bi-weekly living allowance (approximately \$957.46)
- Monthly professional development workshops
- Planning & Evaluation Certificate in partnership with the Non-Profit Center at LaSalle University
- Valuable work experience and networking with local government and partners
- Segal Education Award (\$7,395) or End of Service Award (approximately \$1,800)
- Settling-in allowance of up to \$750 and relocation travel allowance of \$0.40/mile for those relocating 50+ miles for service
- Monthly transportation support
- Access to our partnership with [The Wardrobe](#)
- Ten days of personal leave, ten days of medical leave, city holidays, and additional leave benefits
- [Healthcare](#) Allowance or Health Benefit Plan
- [AmeriCorps Child Care Benefit](#), for children under 13
- Access to counseling, financial coaching and legal assistance through AmeriCorps VISTA Member Assistance Program
- Loan Forbearance or Deferment for Federal Student Loans
- +5 points on the City of Philadelphia's Civil Service exam
- Non-Competitive Eligibility ([NCE](#)) for federal jobs

Serve Philadelphia VISTA positions are **entry-level**, meaning there are plenty of opportunities for growth within the role.

We encourage **all** to apply, even and especially if you feel “underqualified.” Studies show that people with marginalized identities - including women, LGBTQ+ folks, and people of color - are less likely to apply to positions unless they meet every listed qualification.

As part of our commitment to equity and diversity, Serve Philadelphia VISTA seeks to develop fresh perspectives in the form of new hires with varied and complex life and work experiences. We deem all experience relevant and encourage all applicants to apply.

We look forward to reviewing your applications!

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## City College for Municipal Employment (CCME) Workforce VISTA

Chief Administrative Office, City College for Municipal Employment

Economic Opportunity: Employment/Workforce Development

### Project Goal:

The goal of the City College for Municipal Employment's (CCME) VISTA project is to support pathways into City Government jobs for special populations of high need in Philadelphia, including the adult education, re-entry, and youth populations. The VISTA Member will help increase the capacity of CCME to add special population activities to its portfolio of programs by researching the populations, identifying any existing activities in this space in other cities, helping identify potential job roles for this population, and making recommendations as to proposed models.

### On an Average Day, You'll:

- Connect with the Mayor's Office of Adult Education and the Office of Reentry Partnerships (ORP) to learn more about the specific needs of this population and potential workforce program ideas.
- Connect with the Office of Human Resources staff to understand what City roles the potential populations are eligible for and what Departments have oversight for those roles.
- Work with City Departments in understanding the skills and training required for these roles and discuss with City offices about the types of training that could be provided.
- Research other City workforce pipeline models using the City as a model employer.
- Produce Career Pathway map for special populations in City government.

### What You'll Learn:

- Workforce Development
- Higher Education and public education operations
- City government career pathways and Human Resources practices
- City government operations
- Special population needs and barriers

### What You'll Bring:

- Experience or interest in research/data collection and analysis
- Collaborative approach
- Experience or interest in relationship building
- Communication and active listening skills
- Project Management/organizational Skills

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## ***Intellectual disAbility Services Business Intelligence VISTA***

*Department of Behavioral Health and Intellectual disAbility Services*

Healthy Futures: Access to Health Care

### Project Goal:

The Department of Behavioral Health and Intellectual disAbility Services is launching the START Model, a community-based crisis intervention for individuals with intellectual disabilities, autism, and mental health needs. With this needed support, people with intellectual disabilities, autism and mental health needs have improved mental health, fewer restrictive hospital-based stays, and can more consistently and successfully live and work in their communities. The Business Intelligence VISTA will work with the team to identify and integrate the programmatic and data informed processes that achieve and sustain these outcomes.

### On an Average Day, You'll:

- Meet with stakeholders and gather requirements
- Document business processes
- Support in the development of data dictionaries
- Develop data models for application development
- Modify existing documentation
- Create and update data dashboards and other reporting strategies

### What You'll Learn:

- Cross-system initiatives and implementation strategies
- Data systems, data analysis and visualization
- Data architecture, quality assurance, business intelligence and overall best practices for data governance
- Data applications including: EXCEL, VISIO, Qlik Sense and SQL
- Partnership/Relationship management
- Public Speaking

### What You'll Bring:

- Computer Literacy
- Project Management/Organizational Skills
- Proactive approach
- Experience or interest in research/data collection and analysis
- Interest in learning data visualization and data management

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## ***Infant and Toddler Homelessness Resource VISTA***

Department of Behavioral Health and Intellectual disAbility Services, Philadelphia Infant Toddler Early Intervention

Education: K-12 success

### Project Goal:

Extreme poverty is the strongest predictor of homelessness and at least 11% of children living in poverty are homeless. Unstable housing has a significant impact on early childhood development (Infants Exposed to Homelessness: Health, Health Care Use, And Health Spending from Birth to Age Six, 2019). Emergency and Transition Housing agencies have very limited resources to connect families to the Philadelphia Infant Toddler Early Intervention (ITEI). Direct, on-site support by ITEI yielded a significant increase in the number of referrals. The VISTA will work with the ITEI team to develop and evaluate effective procedures to promote referrals of families in Emergency and Transitional Housing and for families that are diverted from these housing options or are in other temporary housing options.

### On an Average Day, You'll:

- Review data about families who are involved with emergency and community sites
- Coordinate and attend on-site visits with a team member; speak directly with parents of infants and toddlers; answer their questions and support the referral to ITEI
- Review and analyze data
- Develop reports and visualizations
- Research national elevated lead-level trends

### What You'll Learn:

- Policy analysis
- Research, data collection, analysis, and visualization
- Project management
- Partnership/Relationship management
- Public Speaking
- Relevant state and city policies

### What You'll Bring:

- Communication and active listening skills
- Interest in and commitment to diversity, equity, and inclusion
- Collaboration approach
- Detail oriented
- Experience or interest in research/data collection and analysis

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## **Community Engagement & Neighborhood Data Collection VISTA**

*Department of Commerce*

Economic Opportunity: Access to Benefits/Services

### Project Goal:

The Department of Commerce aims to serve as a primary resource for Philadelphia business data and research. The Community Engagement & Neighborhood Data Collection VISTA will update the Department of Commerce's data set through in-person surveying of businesses on commercial corridors. The VISTA will analyze data results to recommend programs that would improve safety and generate wealth in communities.

### On an Average Day, You'll:

- Review and analyze program materials: Evaluate the previous year's work, identify key goals for implementation, and ensure alignment with objectives.
- Collaborate with team members: attend virtual or in-person meetings to discuss progress, challenges, and feedback related to ongoing projects.
- Develop and refine program resources: work on tools like the SIP Video, FAQ resource, or other materials to improve accessibility and usability for applicants (aka business owners).
- Organize and facilitate focus groups: coordinate sessions with past and prospective applicants to gather insights and incorporate their feedback into program improvements.
- Monitor and document progress: track the status of identified goals, document achievements and challenges, and prepare updates for the team.

### What You'll Learn:

- Develop strong social skills and communication skills to collaborate with internal and external stakeholders
- Learn basic knowledge of business financial & technical assistance
- Flexibility and adaptability when collaborating with diverse team member to deliver outcome in a timely manner
- Strengthen research and data analysis skills to finish survey report based on data-driven
- Learn software Quickbase as CRM tool

### What You'll Bring:

- Interest in and commitment to Diversity, Equity, and Inclusion
- Experience or interest in relationship building
- Communication and active listening skills
- Project Management/Organizational skills
- Experience or interest in research/data collection and analysis

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## **Small Business Data & Engagement VISTA**

Department of Commerce

Economic Opportunity: Employment/Workforce Development

### Project Goal:

The goal of the Department of Commerce's Small Business Data & Engagement VISTA project is to collect and analyze data to make programmatic improvements to our small business resources. The InStore Forgivable Loan and the Business Training and Assistance Program serve low to moderate income small business owners located in high poverty areas of the city. The VISTA Member will help increase the capacity of the Department of Commerce by gathering and analyzing data from program participants and loan recipients. The VISTA Member will prepare recommendations based on the data to help improve the program outcomes to improve business operations and generate wealth in communities.

### On an Average Day, You'll:

- Update and analyze data to create program recommendations in the InStore Database.
- Interview business owners who were awarded InStore Forgivable Loan to learn about their experience with the program and its impact on their business.
- Attend meetings, site visits & grand openings for businesses who have been awarded through InStore.
- Monitor survey collection for Small Business Education program participants, assessing response rates and survey quality.
- Support meetings with Business Education providers, offering recommendations based on survey data around program improvements.
- Complete survey summary documents to provide a snapshot of small business satisfaction.

### What You'll Learn:

- Database Software (Quickbase)
- Program Monitoring and Reporting practices
- Small Business & Entrepreneur Support landscape for Philadelphia
- Neighborhood Economic Development Best Practices
- Survey Creation, data collection and reporting
- Marketing and Communications engagement

### What You'll Bring:

- Communication and active listening skills
- Detail & Solutions-oriented mindset
- Flexibility
- Project Management/Organizational Skills
- Experience or interest in research/data collection and analysis

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## **Strategic Engagement VISTA**

*Department of Labor, Office of Worker Protections*

Economic Opportunity: Employment/Workforce Development

### Project Goal:

The Strategic Engagement VISTA will build structural capacity for the Office of Worker Protections and will prioritize the Fair Workweek law, a labor law that protects fair scheduling and increases economic security for certain service retail and hospitality workers. Shortfalls in weekly work hours (under employment), low wages, wage and job protection, and lack of access to benefits fuel poverty. Sustainable outcomes include increased worker protection resources, strengthened partnerships, and increased presence of the office on public platforms.

### On an Average Day, You'll:

- Observe an interview with a complainant and an Office Investigator to gain insights into how workers advocate for themselves in the workplace
- Use city resources including research that informs operations in areas of data trends, data processing practices and public engagement strategies
- Identify different levels of interest in worker rights engagement from various target groups

### What You'll Learn:

- Philadelphia labor rights landscape
- Investigative processes
- Team building
- Project management skills

### What You'll Bring:

- Computer Literacy
- Project Management/Organizational Skills
- Proactive approach
- Experience or interest in research/data collection and analysis

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## **Environmental Stewardship VISTA**

*Department of Parks and Recreation, FDR Park*

Environmental Stewardship: Awareness & Stewardship

### Project Goal:

The goal of FDR Park's Environmental Stewardship VISTA project is to engage African-American, Latinx, and Southeast Asian communities in park stewardship. The VISTA member will help increase the capacity of FDR Park to expand and diversify the stewardship community, by evaluating needs and barriers to access, recruiting volunteers, and establishing a volunteer training program in order to train volunteers in more advanced stewardship skills.

### On an Average Day, You'll:

- Set up a meeting with a group that has volunteered in the past to discuss their experience
- Gather and edit content for the monthly volunteer newsletter
- Research examples of volunteer training related to groups active in the park, such as the Master Watershed Stewards, Master Gardeners, Master Naturalists
- Develop a volunteer survey using Google Forms
- Develop a budget proposal for volunteer acknowledgement—t-shirts, “Thank You” mailers etc.

### What You'll Learn:

- Survey creation, data collection, and utilization of data for program evaluation
- Writing professional communications such as emails, thank you letters, meeting agendas
- How to research and gather resources for volunteers to use to train other volunteers
- Design skills for layout of volunteer handbook, advertisement of volunteer events (e.g. posters)
- Philadelphia's stewardship and volunteering landscape

### What You'll Bring:

- Experience or interest in Relationship-building
- Proactive approach
- Communication and active listening skills
- Organizational Skills
- Experience or interest in research/data collection and analysis

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## **K-12 Education VISTA**

*Department of Parks and Recreation, FDR Park*

Education: K-12 success

### Project Goal:

The goal of FDR Park's K-12 Education VISTA Project is to increase access to nature-based education at FDR Park among the BIPOC, immigrant, and diaspora communities surrounding the park, in cooperation with local schools, recreation centers, and teen centers. The VISTA Member will help increase the capacity of FDR Park by developing curricula for Field Trips and other nature-based educational activities for K-12 students at FDR Park, building strong partnerships with local schools, recreation centers, teen centers, and recruiting high school volunteers for youth workforce development programs.

### On an Average Day, You'll:

- Brainstorm age-appropriate educational activities for a "Mushrooms around Philadelphia" parks class
- Review interview questionnaire to send to Philadelphia school programs about their environmental curriculums
- Develop an evaluation rubric for the Youth Education Manager to use when crafting curriculum materials
- Connect with recreation centers to learn their methods of inclusive educational outreach.
- Update database with current school and recreation center partnerships contact information

### What You'll Learn:

- Data collection
- Curriculum development
- Targeting writing for different audiences (e.g. youth students, school principles, recreation centers, and municipal agencies)
- Writing professional communications such as emails, letters of intent, and reports
- Philadelphia's K12 environmental education landscape

### What You'll Bring:

- Experience or interest in Relationship-building
- Project Management/Organizational skills
- Communication and active listening skills
- Empathy
- Patience

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## Workforce Education VISTA

*Department of Parks and Recreation, FDR Park*

Economic Opportunity: Employment/Workforce Development

### Project Goal:

The goal of FDR Park's Workforce Education VISTA project is to support the immigrant and diaspora vendor communities of FDR Park (both Southeast Asian and Latin American) in their ongoing efforts to develop and implement community-driven leadership, entrepreneurial growth, and supportive external partnerships. The VISTA Member will help increase capacity of FDR Park by developing community-specific grant life-cycle resources, researching community stakeholder groups, developing outreach strategies, and observing and documenting day-to-day operations to develop best practices. This project term provides continued capacity building within FDR's programs that support the market communities path toward a permanent home and formalization.

### On an Average Day, You'll:

- Support the Strategic Manager of Market Communities by taking notes on a moderated feedback session with vendors and the vendor board.
- Research and develop a strategy to meet a grant's reporting requirements with the Grants Manager.
- Oversee a market day to learn and understand the market cultures and challenges/successes.
- Write an outreach letter or email to a potential partner, grant, or commerce organization.
- Develop a meeting agenda and assist with taking notes and minutes.

### What You'll Learn:

- Data collection and utilization for grant writing and reporting
- GIS software
- Grant funding landscape in Philadelphia for vendor communities led by economically and racially marginalized individuals
- Writing professional communications such as emails, letters of intent for funding agencies, and reports
- Targeting writing for different audiences (e.g. market vendors, board members, funders, and municipal agencies)

### What You'll Bring:

- Experience or interest in Relationship-building
- Flexibility
- Communication and active listening skills
- Organizational Skills
- Experience or interest in research/data collection and analysis

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## ***Volunteer Engagement VISTA***

*Department of Parks and Recreation, Riverfront North Partnership*  
Environmental Stewardship

### Project Goal:

The VISTA will support a mission to transform miles of riverfront brownfields into trails and parks, free outdoor programs; “green” job skill training, and land restoration projects. The VISTA will support a volunteer and job skill trainee base by researching best volunteer management practices, program design, direct engagement, and direct support of community activities. Intended, sustainable outcomes include:

- A growing base of community volunteers
- Residents of nearby neighborhoods use their riverfront parks as a resource of livable, vibrant communities
- PowerCorps PHL job skill trainees receive hands-on experience in urban forestry

### On an Average Day, You'll:

- Review event surveys, speak with volunteers at events, and analyze volunteer participation data from the previous season to evaluate the volunteer experience to inform changes and improvements.
- Creating communications templates for thanking and recruiting volunteers.
- Identify local leaders, resources, and partners and perform outreach to increase engagement. Focus is Holmesburg, Torresdale, and Wissinoming neighborhoods.
- Develop new volunteer activities that respond to participant needs (more plantings, litter clean up, etc.)
- Develop new experiences to activate the Volunteer Station at Pennypack on the Delaware and make recommendations about the space and volunteer engagement.

### What You'll Learn:

- Data review and analysis of participant satisfaction
- Understanding of nonprofit program development
- Volunteer engagement practices and communications
- Partnership cultivation and retention
- Workforce development recruitment and participation practices in environmental stewardship

### What You'll Bring:

- Communication and active listening skills
- Experience or interest in relationship building
- Flexibility
- Organizational Skills
- Experience or interest in environmental stewardship and/or volunteer engagement

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## ***We Walk PHL VISTA***

*Department of Public Health, Division of Chronic Disease and Injury Prevention*

Environmental Stewardship: Awareness & Stewardship

### Project Goal:

The goal of the Health Department's Division of Chronic Disease and Injury Prevention VISTA project is to build capacity, raise awareness, and strengthen access to resources in the citywide partnership program of We Walk PHL. The VISTA will help increase capacity of the We Walk PHL team by conducting outreach and research to ensure a sustainable recruitment plan that prioritizes people, mainly Black women, for the existing 29 Parks and Recreation locations throughout the city and potential expansion beyond that.

### On an Average Day, You'll:

- Conduct research among peer cities that have volunteer-led walking programs to identify recruitment and engagement strategies.
- Connect with existing walk leaders and participants to understand the program.
- Create social media campaigns to spotlight walk leaders and participants to increase visibility and support recruitment efforts.
- Identify community groups around the existing We Walk locations to build a platform for engagement and recruitment.
- Identify walking programming opportunities (such as Girl Trek and Walk around Philadelphia) for cross promotion, collaboration and communication.
- Analyze safe walk routes or We Walk PHL sites for improvements and local environmental awareness.
- Explore the history of exclusion in parks and outdoor settings through conversations and research.

### What You'll Learn:

- Philadelphia's Parks and Recreation system and built-environment assets
- Connections between outdoor built environment and health
- Equitable engagement practices to ensure representation and leadership in volunteer recruitment
- Volunteer recruitment and management strategies

### What You'll Bring:

- Communication
- Interest in and commitment to diversity, equity, and inclusion
- Critical reflection
- Experience or interest in relationship building
- Collaborative approach

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## Read by 4th VISTA

Free Library of Philadelphia

Education: K-12 success

### Project Goal:

The goal of the Free Library of Philadelphia Foundation's Read by 4th Family Engagement VISTA project is to identify what the key needs are to improve family engagement - an essential strategy for youth literacy, particularly for families in which English is a second language and those who are fighting generational illiteracy. The VISTA member will help increase capacity for Read by 4th's family engagement strategies by developing a parent council, through which community members closest to the problem are directly engaged in campaign strategy and action, supporting the work of Reading Captains, who are our network of grassroots volunteers who support literacy in their community, and researching and implementing improvements to the family workshops to be more engaging and scalable.

### On an Average Day, You'll:

- Meet and collaborate with parent council members to inform how to better support their work
- Develop a plan on how to successfully and equitably translate our family workshop into Spanish
- Facilitate an early literacy workshop for partner organizations and document any feedback
- Create a survey that will be used to measure the effectiveness of the family workshops
- Strategize with Reading Captains on successful recruitment strategies to build up the volunteer corps

### What You'll Learn:

- Building professional relationships
- Facilitation of workshops
- Survey creation, data collection, and reporting
- Foundational early literacy skills training
- Project management tools

### What You'll Bring:

- Experience and/or interest in group facilitation
- Organizational skills
- Empathy & patience
- Experience and/or interest in working with families
- *Preferred: fluency in another language*

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## **Health & Human Services (HHS) Healthcare Access VISTA**

*Managing Director's Office for Health and Human Services*

Healthy Futures: Access to Health Care

### Project Goal:

The Managing Director's Office for Health and Human Services is developing three initiatives to expand access to health care. These programs will serve three low-income populations. The first will serve individuals on Medicaid by increasing their access to more services and support. The second will serve individuals with medical debt by reducing their payments towards their debt. The third will serve people who are incarcerated by providing access to behavioral health care. The VISTA will play a key role in implementing services in partnership with City stakeholders, launching initiatives and developing a sustainability plan.

### On an Average Day, You'll:

- Email with HHS cabinet members and staff to learn about HHS programs and revise materials that describe recent updates
- Gather and synthesize information on other programs funded by Medicaid 1115 waivers
- Read state-provided implementation materials and summarize the key information in a memo for Philadelphia stakeholders
- Check in with supervisor
- Attend Philadelphia Overdose Response Coalition committee meeting to learn updates and discuss opportunities for increased collaboration, better coordinated response, and mitigation of barriers

### What You'll Learn:

- Project management skills like creating a project timeline, guides, and sustainability plans
- How to synthesize materials and communicate complex information to broad audiences
- Philadelphia's landscape of health and human services and efforts to scale implementation
- The impacts of federal healthcare policy on local cities
- Meeting facilitation and minute taking
- Collaboration and relationships building with City stakeholders
- Sustainability planning within existing structures

### What You'll Bring:

- Collaborative approach
- Flexibility
- Organizational skills
- Communication and active listening skills
- Experience or interest in relationship building

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## ***Housing Insecurity and Poverty Policy VISTA***

*Managing Director's Office for Health and Human Services*

Economic Opportunity: Housing

### Project Goal:

The Managing Director's Office – Health and Human Services (MDO-HHS) has developed or supported implementation of two programs that prevent housing insecurity through policy. These programs serve low-income populations which may have experienced water insecurity or interaction with the criminal justice system. The VISTA will, in collaboration with the Department of Public Health, the Office of Community Empowerment and Opportunity, and the Office of Criminal Justice, play a key role in the continued implementation of services. The VISTA will also focus on development and documentation of a strong sustainability plan for each program.

### On an Average Day, You'll:

- Attend meetings with key stakeholders, including folks who implement these programs and those who make policy decisions around the programs
- Gather and synthesize information (one example might be a literature review) on the topic that the project covers
- Engage in discussion with stakeholders to address issues that arise and plan for sustainable solution
- Document discussions, and use that to build sustainability plan
- Build out communications documents needed for the programs
- Check in with supervisor

### What You'll Learn:

- Project management
- Development and implementation of government programs
- Issue area knowledge (Poverty, the criminal justice system in Philadelphia, utility insecurity)
- Meeting facilitation and minute taking
- Collaboration and relationship building
- Sustainability planning within existing structures

### What You'll Bring:

- Collaborative approach
- Computer literacy
- Solutions-oriented mindset
- Communication and active listening skills
- Proactive approach

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## Senior Resource Development VISTA

*Mayor's Commission on Aging*

Economic Opportunity: other (ex. access to reentry services, access to city services)

### Project Goal:

The goal of the Mayor's Commission on Aging's (MCOA) VISTA project is to compile, organize, and raise awareness of resources in Philadelphia that are available to the quickly growing population of folks who are ages 60 and above. The VISTA Member will help increase capacity of MCOA by developing and implementing a strategy to identify and accessibly share senior-focused resources, including the creation of a resource database, procedures for ensuring information in the database is correct, relevant and up to date, as well as crafting language and digital access plans.

### On an Average Day, You'll:

- Database Management: In-putting, updating, and organizing community resource information.
- Outreach: Reaching out to organizations, promoting the database, and fostering partnerships.
- Community Engagement: Planning and facilitating workshops, webinars, and other outreach efforts.
- Communication: Drafting emails, materials, and social media posts to raise awareness about the project and resources available to seniors.
- Research: Continuously identifying new resources and services that can be added to the database.

### What You'll Learn:

- Networking, Data Management
- Identifying community needs
- Communication Skills
- Problem Solving
- Project Management
- Exposure to Advocacy

### What You'll Bring:

- Organizational skills
- Communication and active listening skills
- Experience or interest in research/data collection and analysis
- Detail oriented
- Accountability
- Collaborative approach

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## **Career Pathways VISTA**

*Mayor's Office of Education*

Education: College access and success for low-income students

### Project Goal:

The Career Pathways VISTA within the Mayor's Office of Education will collaborate with education leaders to build accessible career pathways for Philadelphia's residents. The VISTA project will build lasting infrastructure that will align the education and workforce systems resulting in more Philadelphians obtaining critical postsecondary credentials necessary to secure good paying jobs.

### On an Average Day, You'll:

- Gather, read and synthesize reports on dual enrollment, stackable credentials, prior learning credit, articulation policies, and other career pathway acceleration strategies.
- Work with local school systems and higher education institutions to document dual enrollment, articulation, and prior-learning credit policies and practices.
- Conduct surveys and hold focus groups with participants of career pathway programming.
- Attend college access and workforce meetings within the City and with partners related to college access and career pathways.
- Support the Senior Director of Higher Education and Career Readiness to prepare research reports and presentations to system leaders regarding policy recommendations.

### What You'll Learn:

- Survey creation, data collection, and reporting
- Education and workforce system policy analysis
- Presentation development and group facilitation
- Higher education policies and procedures
- State policy legislative process

### What You'll Bring:

- Critical reflection
- Computer literacy
- Communication and active listening skills
- Detail oriented
- Project Management/Organizational Skills
- Experience or interest in research/data collection and analysis

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## Community Schools VISTA

Mayor's Office of Education, Community Schools

Economic Opportunity: Access to Benefits/Services

### Project Goal:

Philadelphia Community Schools are a partnership between the city and the School District. The Community Schools initiative coordinates partnerships and programs that promote wellness, stability, and learning opportunities in 20 Philadelphia schools. The Community Schools model operates at three levels: the system level, the school level, and the student and family level. The VISTA will work at the system level, using national standards to identify the strengths and areas of growth for our initiative, develop systems and support strategic planning for new priorities.

### On an Average Day, You'll:

- Research and nurture partnerships with other Community Schools initiatives outside of Philadelphia
- Meet with internal & external community partners to establish an understanding of available resources
- Meet with Community School team members to identify current efforts within Community Schools
- Build tools to allow Community Schools Coordinator to work more efficiently (e.g. partner vetting toolkit)
- Participate in a Community School workgroup to build the capacity of Community Schools in VISTAs' area of choice (professional development, grants and fundraising, food security, data, or communications)

*Note: VISTA will not be working in schools but may be asked to attend occasional events to gain a better understanding of the project*

### What You'll Learn:

- Using ever-changing research to assess practices and identify paths to grow and scale impact.
- Coalition building across multiple partners and stakeholders.
- High-level strategic planning and project management skills.
- Knowledge of the Philadelphia school system and understanding of the ways in which local government and school districts can work together.
- Developing materials and tools capable of being utilized across or tailored to multiple school-level contexts.

### What You'll Bring:

- Interest in and commitment to diversity, equity, and inclusion
- Personal & professional accountability
- Strong organizational skills
- Empathy
- Collaborative approach

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## Food Security Initiatives VISTA

Office of Children and Families

Healthy Futures: Food Security

### Project Goal:

The Office of Children and Families (OCF) developed a pandemic food security response that included over 100 food and meal sites serving students, adults, and seniors, plus a free food distribution map. COVID-19 continues to exacerbate food and financial inequities in historically disadvantaged communities. The VISTA will help build our food security initiatives into sustainable models that enhance OCF's services and citywide reach.

### On an Average Day, You'll:

- Attending Community School family engagement events, school pantries, and grocery giveaways to recruit participants for the food security evaluations.
- Interviewing Community School parents and caregivers to get feedback on the food security programs at their school.
- Revising the Community Schools Food Security program impact assessment tools and process using data from the previous year's assessments.
- Analyzing qualitative & quantitative data and developing reports and presentations based on that data.
- Co-leading a training for Community Schools volunteers who want to support our food security work.

### What You'll Learn:

- Philadelphia's food system, including the issue of food insecurity
- The City's Community Schools model, which aims to remove barriers to student learning and school attendance
- Equitable community engagement methods including developing evaluation tools, analyzing data, and creating iterative processes for sharing results back with residents
- Communicating evaluation results with a variety of audiences and translating evaluation results into implementation plans

### What You'll Bring:

- Project Management/Organizational Skills
- Communication and active listening skills
- Interest in and commitment to diversity, equity, and inclusion
- Accountability
- Critical reflection

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## **Philly Reading Coaches (PRC) Volunteer Coordination VISTA**

*Office of Children and Families*

Education: K-12 success

### Project Goal:

The goal of the Philly Reading Coaches (PRC) VISTA project is to increase 3rd-grade reading proficiency rates among K-3rd grade students in North and West Philadelphia high-need schools. The VISTA Member will help increase capacity of the Philly Reading Coaches program by developing volunteer recruitment plans for North and West Philadelphia neighborhoods, fostering community partnerships, crafting volunteer training materials, and collaborating with staff to build an action plan to scale the program in additional schools.

### On an Average Day, You'll:

- Community Outreach: Research community partners as possible sources of volunteers or valuable resources to support PRC youth and families and convene partnership meetings.
- Data Collection and Analysis: Review application and training data to identify trends, gather feedback from current volunteers via focus groups and in-person site observations.
- System Refinement: Collaborate with the PRC volunteer team to refine volunteer onboarding process.
- Documentation and Reporting: Update volunteer recruitment and audit progress reports, summarizing key findings, insights, or challenges. Report progress and share recommendations with team members.

### What You'll Learn:

- Effective strategies in community engagement and outreach
- Volunteer management skills - the lifecycle of volunteer engagement, designing/refining processes, and experience with volunteer management data systems
- Data tool development, collection, and analysis
- Project and program development experience
- Problem-solving and communication skills
- Cultural competency - working with communities in Philadelphia with varying needs and strengths and building relationships in diverse settings
- Experience working in urban education and positive youth development
- Science of Reading and other Evidence-Based Literacy Practices and Research

### What You'll Bring:

- Experience or interest in research/data collection and analysis
- Ownership and empowerment
- Solutions-oriented mindset
- Computer Literacy
- Experience or interest in relationship building

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## ***Data and Research Integration for Economic Mobility VISTA***

*Office of Community Empowerment & Opportunity*

Economic Opportunity: Access to Benefits/Services

### **Project Goal:**

Creating a data and research integration team will position the city to make more impactful decisions to improve economic mobility and create better pathways to economic opportunity for the city's most vulnerable. The Data and Research Integration VISTA will focus on capacity building for the launch and implementation of this work by:

- Developing an assessment of resources needed to sustain the work
- Building a data equity policy
- Building the CEO resource library for the current portfolio of research projects
- Creating a community informed engagement template for projects
- Assisting with the development of staffing and fundraising plans

### **On an Average Day, You'll:**

- Analyzing research plans and products and providing feedback based on Community Engaged Methods best practices
- Coding sensitive interview transcripts from clients of CEO programs
- Analyzing summary statistics about program fidelity and efficacy

### **What You'll Learn:**

- Survey creation, data collection, and reporting.
- Excel Skills including advanced formulas like v-lookup and index match
- Introduction to coding (or additional coding support, if already experience)

### **What You'll Bring:**

- Interest in and commitment to diversity, equity, and inclusion
- Collaborative approach
- Accountability
- Experience or interest in research/data collection and analysis

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## **Neighborhood Opportunity and Engagement VISTA**

*Office of Community Empowerment and Opportunity*

Economic Opportunity: Employment/Workforce Development

### Project Goal:

Research by Harvard Professor of Public Economics Raj Chetty, and others, has provided clear evidence that economic opportunity is spatially distributed, which means that residents from segregated, under resourced neighborhoods face significantly greater barriers to economic mobility. In Philadelphia, a child from Fairhill is projected to have an adult household income of \$19,000 (well below the federal poverty level for a household of 3) compared to \$52,000 for a child from Bustleton. The goal of the VISTA project is to identify and reduce barriers to economic mobility through collaboration, data analysis, and strategic interventions in targeted neighborhoods. The project also informs the longerterm strategic direction of the Neighborhood Initiatives unit.

### On an Average Day, You'll:

- Meet with City and Community partners for information gathering, surveying, and collaboration on neighborhood opportunity initiatives
- Use GIS programs create maps visually economic mobility indicators in Philadelphia neighborhoods
- Support the Neighborhood Initiatives Program manager in developing and maintaining systems for strategic community engagement
- Analyze data gathered by CEO outreach and engagement teams throughout Philadelphia Neighborhoods
- Serve as a partner to the Neighborhood Initiatives team and CEO in determining best practices and next steps for neighborhood engagement

### What You'll Learn:

- Survey creation, data collection, and reporting
- Trauma informed care and harm reduction practices
- GIS (Geographic Information System) software
- Networking and Experience or interest in relationship building
- Philadelphia neighborhood landscape

### What You'll Bring:

- Ownership and Empowerment
- Communication and active listening skills
- Interest in and commitment to diversity, equity, and inclusion
- Computer Literacy
- Experience or interest in research/data collection and analysis

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## ***Data and Performance Management VISTA***

### *Office of Diversity, Equity, and Inclusion*

Economic Opportunity: other (ex. access to reentry services, access to city services)

#### Project Goal:

The goal of the Office of Diversity, Equity, and Inclusion's VISTA project is to evaluate city departments' racial equity plans by measuring how well their objectives translate into meaningful, measurable outcomes for residents. The VISTA member will help increase capacity of the Office of Diversity, Equity and Inclusion by collecting and analyzing demographic data to understand the impact of city policies, programs, and services, and assessing whether they fairly address the needs of all communities, particularly those facing systemic barriers or economic challenges and collaborate with staff to develop targeted, evidence-based strategies to ensure that city initiatives effectively promote opportunity, reduce disparities, and improve the quality of life for all Philadelphians.

#### On an Average Day, You'll:

- Reviewing data collected from city departments or external sources, such as demographic data on residents, performance metrics from departmental DEI plans, or results from city services
- Identify trends, disparities, or gaps in how services are being distributed, with particular attention to the needs of communities historically underserved or disproportionately impacted by systemic inequities
- Discuss specific departmental goals, challenges in implementation, or ways to ensure the services are reaching the communities that need them most
- Assist in developing performance measurement tools or dashboards that track the effectiveness of city departments' racial equity strategies
- Partner with city agencies to learn best practices

#### What You'll Learn:

- Strategies for centering racial equity in public policy, data analysis, and community engagement
- Data interpretation & storytelling
- Development of performance measurement tools & dashboards
- Partnership & collaboration

#### What You'll Bring:

- Analytical and data management skills
- Understanding and commitment to diversity, equity, inclusion, and access
- Communication and active listening skills
- Project management and organizational skills
- Problem solving and critical thinking

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## **Office of Immigrant Affairs Welcoming Network VISTA**

### *Office of Immigrant Affairs*

Economic Opportunity: Access to Benefits/Services

#### Project Goal:

The network of providers working to welcome immigrants, refugees, and asylum seekers is siloed and fragmented and is lacking in an overall vision of coordination and collaboration. This issue impacts Black and brown newcomers the most because unlike some other newcomer groups they do not have the depth of established well-funded networks (financial institutions, professional organizations, community groups) in Philadelphia that can make up for the gap of services provided by traditional providers. The VISTA will collaborate with Office of Immigrant Affairs staff to establish and sustain a network that supports emerging immigrant communities in their integration into the city.

#### On an Average Day, You'll:

- Monitor and support the work of Welcoming Network Action Teams in implementation of the work projects that they have designed.
- Connect Action Team members with community members to engage in feedback and listening sessions to improve project design.
- Support the administration of internal Office of Immigration meetings and meetings with external partners.
- Participate in the creation of presentation materials for external and internal partners.
- Participate in strategic planning meetings in order to advance the goals of the Welcoming Network.

#### What You'll Learn:

- Program analysis
- Public speaking
- Community engagement with diverse communities
- Conflict resolution skill-building
- How to work in large and complex organizations

#### What You'll Bring:

- Experience or interest in relationship building
- Communication and active listening skills
- Detail oriented
- Project management and organizational skills
- Experience or interest in research/data collection and analysis

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## **Language Access Development VISTA**

*Office of Immigrant Affairs, Language Access Programs*

Economic Opportunity: Access to Benefits/Services

### Project Goal:

Language Access Philly is developing a digital "Toolbox" to support city employees and community members in understanding and using language access services. The VISTA will engage in quantitative and qualitative data collection methods, working alongside staff to design, implement and evaluate the tools that make up the Language Access toolbox.

### On an Average Day, You'll:

- Construct a publicly accessible digital resource space, working both independently and with IT professionals.
- Develop or source tools and resources for language access services to "stock" the toolbox.
- Consult with City offices, local agencies, and residents about the accessibility and utility of the toolbox as it is made available.
- Co-train City staff on the use of the toolbox and its resources (alongside Language Access Philly).
- Report on the progress of the toolbox, the work done, and the work to be done in year 3 of the project.

### What You'll Learn:

- Qualitative and quantitative reporting styles
- The scope and mechanics of language access services (translators and interpreters) and policy
- Data and resource management

### What You'll Bring:

- Computer literacy
- Willingness to ask for help
- Organizational skills
- Solutions-oriented mindset
- Critical reflection

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## Digital Skills Volunteer Program VISTA

*Office of Innovation and Technology, Digital Equity*

Economic Opportunity: Employment/Workforce Development

### Project Goal:

The goal of the Office of Innovation and Technology's Digital Skills Volunteer Program VISTA project is to increase digital skills training opportunities for low-income Philadelphian households by increasing access to digital skills programming across multiple public-facing City departments; specifically at high-priority Parks and Recreation, the Free Library, and Adult Education locations. The VISTA member will help increase capacity for the Office of Innovation and Technology to launch this program by identifying and aligning tools, collecting data, developing marketing materials, and creating workflow processes across departments that enable volunteers to sign up, get training and orientation, and be matched at a local site to provide digital skills programs to youth and adults in need.

### On an Average Day, You'll:

- Visit sites and meet with community members and local site leaders to determine needs at the location
- Create an online form within a database to track volunteer recruitment efforts
- Create materials to use for volunteer recruitment and engagement
- Plan a volunteer orientation
- Support a volunteer who may need encouragement to stay involved

### What You'll Learn:

- Include opportunities for growth and skill development.
- Survey creation, data collection, and reporting
- The digital inclusion landscape and digital equity programs in the City
- Project management tools used for planning and executing projects
- Communication strategies (developing blogs, flyers, social media posts, etc.) required to reach audiences.
- Complexities of working across city departments and with outside community-based partners

### What You'll Bring:

- Ownership and Empowerment
- Communication and active listening skills
- Experience or interest in relationship building
- Flexibility
- Solutions-oriented mindset

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## City Digital Navigator Program VISTA

Office of Innovation and Technology, Digital Equity

Economic Opportunity: other (ex. access to reentry services, access to city services)

### Project Goal:

The goal of the Office of Innovation and Technology (OIT)'s VISTA project is to empower low-income Philadelphia households by increasing access to home internet, digital devices, and digital skills classes. The VISTA Members will help increase the capacity of OIT by creating an on-site City Digital Navigator program. The Members will design the program, including the procedures, materials, and resources. They will also test different strategies to assess the effectiveness of the program. The program will focus on three key elements of digital equity: connectivity, devices, and skills. By addressing these three factors, the City Digital Navigator program will elevate those households who are most in need of digital services, predominantly low-income, Black, Hispanic, immigrant, and Senior households.

### On an Average Day, You'll:

- Check on PHLConnectED hotspot distribution form and note trends such as schools with the most requests, schools with the least requests, reasoning for hotspot need etc and collect in excel sheet.
- Meet with non-profit Digital Navigator and shadow a 211/Digital Navigator call. Collect data and observations.
- Meet with TLC to learn about current Digital Navigator trainings.
- Meet with Digital Equity team to learn about current OIT projects.
- Brainstorm and reflect on procedures, protocols, data etc with OIT staff member.

### What You'll Learn:

- The Digital Equity ecosystem of Philadelphia
- How to build relationships with multiple City departments and non-profit organizations
- Data collection and reporting through data systems such as VAN and City Span
- How to design and build a Digital Navigator program.

### What You'll Bring:

- Computer Literacy
- Communication and active listening skills
- Critical Reflection
- Project Management/Organizational Skills
- Experience or interest in research/data collection and analysis

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## **Philadelphia Reentry Coalition (PRC) Data and Research VISTA**

*Office of Reentry Partnerships*

Economic Opportunity: Access to Benefits/Services

### Project Goal:

The 25,000 Philadelphians returning annually from incarceration often experience the impacts of poverty and are faced with complex challenges navigating the process of community reintegration. People need access to comprehensive reentry supports – requiring a robust network of services. To create stronger reentry services, the Philadelphia Reentry Coalition (PRC) facilitates collaboration, leverages resources, and builds capacity among stakeholders. The VISTA will embed a strong communications strategy and online Member Portal into ongoing Coalition activities and operations to ensure the continued ability to provide capacity building resources to members to in turn strengthen reentry services.

### On an Average Day, You'll:

- Meet with staff team to discuss updates and weekly goals
- Attend various meetings with stakeholders
- Assist in the creation of teaching tools for the PRC Directory and Training Schedule
- Data Collection, analysis, and graphing/reporting
- Research other state and national coalitions

### What You'll Learn:

- Coalition and stakeholder engagement and management strategies
- Philadelphia's reentry support landscape and criminal justice system
- Equitable engagement
- Trauma Informed Care
- Public speaking
- Research, data collection and analysis

### What You'll Bring:

- Strong interpersonal skills
- Computer literacy
- Critical Thinking
- Familiarity with social justice principles

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## **Data and Outcomes VISTA**

### *Office of the Victim Advocate*

Economic Opportunity: Housing (especially eviction prevention)

#### Project Goal:

The goal of the Office of the Victim Advocate's (OVA) Data and Outcomes VISTA project is to leverage data as a tool to illustrate disparities and develop solutions for individuals and neighborhoods experiencing violence and to assist populations experiencing violence to reduce trauma and stress. The VISTA member will help build capacity for the Office of the Victim Advocate to direct advocacy, funding and planning efforts by developing and implementing data tools that synthesize, analyze and visualize areas of success, areas of growth, and areas of for further impact.

#### On an Average Day, You'll:

- Review recent Relocation referrals for data accuracy and completeness
- Input data from the Relocation and Crime Scene Clean-up program into a database
- Track results of beautification efforts following crime scene clean ups, such as removing trash and debris from the area
- Log best practices and learnings to contribute to the development of a data guidebook
- Work with the Deputy Director and the Data Manager to create reports for City Council hearings and other presentations

#### What You'll Learn:

- Deeper skillset in data management with support from the Office of Public Safety's data management team
- Understanding the correlation between services and short- and long-term impact
- The importance of story-telling and how it contributes to policy implementation

#### What You'll Bring:

- Ownership and empowerment
- Detail-oriented
- Project management and organizational skills
- Proactive approach
- Experience or interest in research/data collection and analysis

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## **Safe Routes Philly VISTA**

*Office of Transportation and Infrastructure Systems, Office of MultiModal Planning*

Education: K-12 success

### Project Goal:

The Safe Routes Philly VISTA will work at 4 schools to train and support a team of teachers and staff who then work to encourage students to use active transportation. These methods, such as a walking school bus program and a traffic safety curriculum, can increase attendance and academic performance, helping to reduce learning loss and improve academic readiness. At the end of the third year of the project, the 12 schools supported by the VISTA will be positioned to train and mentor schools in the program beyond close out of the project.

### On an Average Day, You'll:

- Use GIS programs to create maps showing school locations, walking/biking routes to them, and any conditions relevant to traffic safety.
- Participate in a morning bike bus or walking school bus.
- Conduct a site visit to observe and assess a school's transportation situation.
- Present an overview of Safe Routes Philly to interested school administrators or parents.
- Compile data from participating schools to update MDO-OTIS leaders on our progress.

### What You'll Learn:

- Experience or interest in relationship building
- Project management
- Leading and working collaboratively with a team
- Survey creation, data collection, and reporting
- GIS (Geographic Information System) software

### What You'll Bring:

- Experience or interest in relationship building
- Communication and active listening skills
- Project management and organizational skills
- Empathy
- Flexibility

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## **Serve Philadelphia VISTA Leader**

*Office of Community Empowerment and Opportunity*

Economic Opportunity: Access to Benefits/Services

### Project Goal:

Serve Philadelphia VISTA Leaders work closely with program staff to expand the impact and reach of our program. Serve Philadelphia VISTA Leaders will co-create and support the implementation of sustainable strategies to:

- increase the presence and awareness of the program within the city
- enhance VISTA Corps Member recruitment, onboarding, and retention efforts
- assess the impact of Serve Philadelphia VISTA projects
- provide consistent, intentional, and positive member support
- bolster VISTA supervisor training and development

### On an Average Day, You'll:

- Meet with a VISTA member to offer a listening ear, mentorship and support
- Draft a blog post to highlight a VISTA member and their project site
- Connect with alumni to sit on a post-VISTA pathways panel
- Review workshop evaluations and recommend changes for future member sessions
- Participate in a VISTA Campus training to inform your VISTA member mentorship approach
- Proofread the monthly member newsletter for readability and accessibility

### What You'll Learn:

- Project Management
- Equitable engagement strategies & tools
- Program evaluation/feedback implementation
- Public speaking & facilitation
- Curriculum development

### What You'll Bring:

- **VISTA Leaders have completed at least one year of VISTA service, or one full term of full-time service with either AmeriCorps State and National or AmeriCorps National Civilian Community Corps (NCCC), or at least one traditional term of Peace Corps service**
- High level of emotional intelligence
- Ability to motivate diverse groups
- Excellent interpersonal and communication skills

### Additional Benefits:

VISTA Leaders receive additional professional development opportunities, networking opportunities within the city and bi-weekly living allowance of \$1,049.58 (\$27,364.05 annually).

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