

- Title: VISTA Operations Associate

**(VAD) VISTA Assignment Objectives and Member Activities Goal of the Overall VISTA Project:** In 2016, several neighborhoods in the City of San Diego were awarded designation as a Promise Zone, a federal place-based initiative administered by the U.S. Department of Housing and Urban Development (HUD). The initiative's intent is to alleviate poverty in some of the country's most historically under resourced communities through a collaborative framework that unites organizations together to work on shared goals. The San Diego Promise Zone (SDPZ) initiative seeks to break the concept that the neighborhood in which you grow up negatively impacts the chances of graduating high school, suffering a chronic disease, or experiencing economic prosperity.

**Member Duties :** Lead or assist with the planning, management, workflow development, and coordination of activities; support methods of data collection and evaluation for activities and events; maintain contact lists and respective information distribution lists of partners and update the database as needed; build custom reports in salesforce; analyze existing processes and make recommendations for systems improvement; develop workflows for working group activities; provide support for the working groups, including meeting convening, space reservations, creating agendas, and recording meeting notes; represent the SDPZ at community meetings and events as needed.

**Service Description:** The Promise Zone initiative was created to address the challenges in areas with deep and persistent poverty, while recognizing and leveraging the many assets already in place within the community. Today, the neighborhood you grow up in impacts your odds of graduating high school, whether you are likely to face chronic disease, and your lifelong economic opportunities. The initiative's promise is to co-create an ecosystem of opportunity and investment through collaboration that addresses systemic racism and inequities to improve the quality of life of Promise Zone residents. The Promise Zone aims to transform these under-resourced communities in San Diego by 1) improving educational opportunities; 2) creating a priority of safety; 3) increasing economic activities; 4) creating jobs; 5) increasing access to affordable housing; and 6) increasing access to healthcare and healthy foods. The goal is to ensure that everyone has equitable access to opportunities. For more information relating to the San Diego Promise Zone, visit our website [San Diego Promise Zone](#).