



Fahe's CHEF (Community Housing and Economic Fellowship)

2018 Term – Individual Project Detail

Project Title: CHEF – New Build Tennessee and Local Volunteer Initiative Service Term: Summer (May – August 2018)
Service Site/Organization: Appalachia Service Project Service Site Location: Johnson City, TN
Project Focus Area(s) Primary: Grant Compliance Secondary: Marketing and Recruitment
Qualifications Requested: Business, Non-profit, Marketing, Grant management Education Focus: Programs & Advancement Departments
Compensation: Stipend of \$5700 for 12 week term

Application Information:
* Completed applications are due no later than April 6, 2018, and will be reviewed in the order they are received.
* Applications must be submitted via either online portal and/or email to Angela Stephens at astephens@fahe.org . <i>*Please include the CHEF Project Title you are applying for in your email subject line.</i>
* Completed applications will include: <ul style="list-style-type: none">• resume• transcript• cover letter• 2 references<ul style="list-style-type: none">• one educational (professor/teacher) reference• one employer or professional reference
* Contact CHEF Program Coordinator Angela Stephens with questions: astephens@fahe.org .

Fahe is an Equal Opportunity Employer. Fahe seeks applicants who can bring diverse viewpoints, experience, talents, and culture to promote our mission to eliminate persistent poverty in Appalachia through Leadership, Education, Housing, Advocacy and Communication.

Fahe CHEF (Community Housing and Economic Fellowship) Project Descriptions - 2018 Term

CHEF Project Objectives and Activities

Overall Goal & Description of Project:

ASP began a new build program following severe local flooding in the Tri-Cities area in 2012. Since then, ASP has moved past just disaster recovery and has built new homes for families ever since. The program has expanded significantly and additional initiatives have increased the organization's presence in the region through connections with local home builder associations, Bristol Motor Speedway, etc. The goal of the CHEF Project will be to assist in helping the New Build Tennessee team grow, formalize, and execute this program both locally and in neighboring counties that qualify for the new build program. This CHEF project may involve a variety of activities including but not limited to: creating promotional and informational materials for homeowners and volunteers, recruiting and qualifying applicants, organizing and collecting necessary paperwork, creating an operations manual for the program, and ensuring overall grant compliance.

This project will also involve developing a way to effectively and efficiently distribute materials within ASP's field of operations in East Tennessee. As a part of ASP's local volunteer initiative, this project would include the creation of marketing materials and potential recruitment of local groups and/or individuals either to work within ASP's 5 state service area as a part of either the home repair or replacement initiatives. The result will be a solid foundation for the local volunteer initiative as a part of the summer home repair program and overall increased visibility within ASP's service area.

Project Objective 1: (05/01/2018 – 08/01/2018)

Assist in the continued execution, recruitment, and marketing for ASP's home replacement program(s)

Intern Activities (may include but not limited to):

- Create and distribute homeowner information and marketing materials for the program
 - Work closely with the Ministries department and Advancement team to develop consistent and clear messaging regarding the program
 - Ensure materials are usable on a multi-year basis
 - Design a roll out process for materials and serve as a communication base for questions or information
- Recruit and qualify applicants within the region being served as part of our new build and/or disaster recovery programs
 - Assist in the setting up and/or managing the intake process of homeowners applying for home replacement

- Conduct initial home evaluations to determine if an applicant meets the qualifications
- Work with the Director of New Build Tennessee and local community agencies to recruit qualified applicants
- Organize and collect necessary grant compliance paperwork
 - Assist in the creation and organization of a management system to ensure all paperwork is completed, collected, and submitted on time
 - Work with additional ASP departments to provide supplemental documentation as needed
- Assist in the creation of a manual outlining the processes and procedures for the New Build Tennessee and/or Sevier County Disaster Recovery programs
 - Work with the Director of New Build Tennessee on content, structure and reference materials regarding the manual
 - Ensure that manual materials are consistent with ASP-wide format and policies
 - Work with the Ministries Administrative Assistant to format and distribute the manual

Project Objective 2: (05/01/2018 – 08/01/2018)

Spearhead the local volunteer initiative either as a part of the New Build Tennessee program or as a piece of ASP's overall home repair program.

Intern Activities (may include but not limited to):

- Create and distribute recruitment and marketing materials for the local volunteer initiative
 - Work closely with the Ministries Department and the Advancement department to develop consistent and clear messaging regarding the program
 - Design a roll out process for the materials and serve as a communication base for questions or information
 - Spreading awareness in local communities about ways to engage and partner with ASP by visiting churches/community groups, connecting with partner agencies, etc.
- Seek out partnerships with groups and/or agencies interested in the local volunteer, New Build Tennessee and/or disaster recovery program(s)
 - Connect and/or follow up with potential groups and help them through the process of engaging with ASP
 - Develop a way to track and follow up with groups on a regular basis once the project has been completed