

Fahe's CHEF (Community Housing and Economic Fellowship)

2018 Term – Individual Project Detail

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

<p><u>Application Information:</u></p> <ul style="list-style-type: none"> * 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 was awarded an Aging in Place grant through Habitat for Humanity that will commence in 2018. The Aging in Place program will allow ASP to provide vital upgrades to housing for elderly individuals in East Tennessee. The goal of the CHEF Project will be to assist ASP in successfully launching an Aging in Place Program. Depending on the speed of implementation, this CHEF project may involve a variety of activities including but not limited to: creating promotional and informational materials for homeowners, recruiting and qualifying applicants, organizing and collecting necessary paperwork, 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 directly with the Aging in Place Program or within the overall 5 state service area. The result will be a solid foundation for the Aging in Place grant information management and distribution as well as headway on the local volunteer initiative as a part of the summer home repair program.

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

Assist in the piloting of the Aging in Place grant program

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 the Head of Brand Marketing and Growth 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
 - Ensure materials are usable for the entire duration of the grant (3 years)
- Recruit and qualify applicants within the region being served by the grant
 - Assist in setting up and/or managing the intake process of homeowners applying for the program
 - Conduct initial home evaluations to determine if an applicant is qualified for the program
 - Work with the Tennessee Regional Coordinator and local community contacts to recruit qualified applicants
- Organizing and collecting necessary grant compliance paperwork
 - Assist in the creation of a management system to ensure all paperwork is completed and collected on time

- Work with the Advancement Associate to provide any supplemental documentation needed regarding grant compliance

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

Spearhead the local volunteer initiative either as a part of the Aging in Place grant 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 Head of Brand Marketing and Growth 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 Aging in Place program (e.g. occupational therapy programs, home accessibility/modification organizations, etc.)
 - 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 fellowship project has been completed