VISTA Assignment Description (VAD)

Title: OT3A Financial Literacy Curriculum Designer

Sponsoring Organization: FINM Solutions
Project Name: OT3A Financial Literacy
Project Number: 22VSCMI004
Project Period: 09/11/2022 - 02/10/2024

Site Name: Metro Detroit

Focus Area(s)
  Primary: Education
  Secondary: Economic Opportunity

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: To increase the enrollment of minority women in other-than-traditional-trade apprenticeships (OT3A) career programs focused on business and financial management to elevate families out of poverty into high-wage careers, The OT3A Financial Literacy VISTA Project will build the capacity of FINM Solutions by developing a sustainable career development program that will increase local employment opportunities.

Objective of the Assignment

Develop the best sustainable career development program that will increase local employment opportunities.

Member Activity (12/05/2022 - 02/05/2023): Develop a baseline assessment of the disconnect between the small business community's financial management entry-level skills needed and the existing solutions provided. Activities may include:1. Survey and interview small business community and non-traditional training providers 2. Research the educational barriers of the target audience

Member Activity (02/06/2023 - 04/05/2023): Research existing solutions providers and other resources. Activities may include:1. Meeting with program managers for local non-traditional education providers2. Perform a SWOT analysis (i.e. develop, modify, and/or purchase curriculum components)3. Develop a listing of other education solutions providers for the other VISTA to connect and build relationships with

Member Activity (04/05/2023 - 12/04/2023): Design a tailored career development solution to address one to two of the gaps identified in the baseline assessment.1. Develop the instructor and participant deliverables2. Collaborate with local partners for content development3. Solicit and incorporate feedback from the target audience4. Facilitate dry runs to collect insight and feedback