**VISTA Assignment Description (VAD) Template**

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| **Title:**  VISTA Logistics and Scaling Associate |
| **Sponsoring Organization:**  READ USA, Inc.  **Project Name:**  READ USA Capacity and Sustainability  **Project Number:**  23VSHFL004  **Project Period:** August 14, 2023 - August 13, 2024 |
| **Site Name (if applicable):** READ USA HQ |
| **Focus Area(s)**  **Primary:**  Capacity Building  **Secondary:** Education |
| **Note:**  *If your VAD is not accepted, the State Office will note the reason(s) why here.* |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**  Build the capacity of Read USA to expand the program's geographic footprint. |
| **Provide logistical support to the Tutoring Program (*08/14/2023 – 08/13/2024)***  **Member Activities:**   1. Cultivate existing relationships with local teachers and tutor coordinators, as well as community partners and agencies, to ensure ongoing partnerships with READ USA, 2. Work closely with teachers, and tutor coordinators, as well as the READ USA staff to ensure seamless tutoring program implementation. 3. Develop a more sophisticated method of tracking and transporting material, equipment, and general inventory from site to site. 4. Support READ USA staff in creating a strategic plan to expand to additional sites and communities. |