

VISTA Assignment Description (VAD)

Title: VISTA Logistics and Scaling Associate

Sponsoring Organization: READ USA, Inc.

Project Name: READ USA Capacity and Sustainability

Project Number: 23VSHFL004

Project Period: 09/07/2025 - 08/07/2027

Site Name: READ USA Headquarters

Focus Area(s)

- **Primary:** Capacity Building
- **Secondary:** Education

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The goal of this project is to increase literacy access and outcomes for over 50,000 elementary students, 1,500 teens, and hundreds of educators in Title I schools by expanding book choice and ownership, one-to-one literacy tutoring, professional development, and workforce readiness opportunities. VISTA members will build organizational capacity by assessing, strengthening, and implementing sustainable systems for communications, fundraising, volunteer and tutor recruitment, grant development, logistics, and program scaling. These efforts will support READ USA's ability to expand high-quality literacy services, improve grade-level reading proficiency, and strengthen communities.

Priority Technology and Inventory Capacity-Building Focus

This VISTA position will prioritize capacity-building efforts related to technology systems and inventory management to support READ USA's operational functions and program scaling:

- **Technology Systems Documentation & Support:** Assess current technology infrastructure (Microsoft Office, Zoom, databases, Android tablets, printers, and peripheral devices) to identify process gaps, document standard operating procedures, and develop troubleshooting guides that build organizational capacity for technology management and reduce dependency on external IT support.
- **Inventory Management System Development:** Evaluate existing inventory tracking methods for program materials and technology assets, develop scalable inventory management processes and documentation, and implement systems that support efficient resource allocation across multiple program sites and markets.
- **Cross-Functional Process Integration:** Create workflows that connect technology systems, inventory management, and program operations, ensuring

that logistics and scaling strategies incorporate technology capacity-building elements that can be replicated as READ USA expands to serve additional communities.

Objective of the Assignment

Assess logistics and scaling strategies that can be replicated to build capacity to serve additional markets with READ USA's community-based programs.

Member Activity: Assess READ USA's current logistics and scaling strategies by reviewing metrics from past invoices.

Member Activity: Assess READ USA's current logistics and scaling strategies by holding focus groups with multiple stakeholders.

Member Activity: Assess READ USA's current logistics and scaling strategies and report a development plan to READ USA's executive leadership team and board.

Objective of the Assignment

Develop logistics and scaling strategies that can be replicated to build capacity to serve additional markets with READ USA's community-based programs.

Member Activity: Use findings to develop logistics and scaling strategies to improve the logistical efficiency of transportation services.

Member Activity: Use findings to develop logistics and scaling strategies to improve the logistical efficiency of onboarding teachers, tutors, and students for the literacy tutoring program.

Member Activity: Use findings to develop logistics and scaling strategies to improve the logistical efficiency of securing in-kind partners to provide support and add capacity to the literacy tutoring program.

Objective of the Assignment

Implement logistics and scaling strategies that can be replicated to build capacity to serve additional markets with READ USA's community-based programs.

Member Activity: Implement logistics and scaling strategies to improve the logistical efficiency of transportation services.

Member Activity: Implement logistics and scaling strategies to improve the logistical efficiency of onboarding teachers, tutors, and students for the literacy tutoring program.

Member Activity: Implement logistics and scaling strategies to improve the logistical efficiency of securing in-kind partners to provide support and add capacity to the literacy tutoring program.

Objective of the Assignment

Evaluate the effectiveness of the logistics and scaling strategies that were implemented to build capacity to serve additional markets with READ USA's community-based programs.

Member Activity: Evaluate the success and improvements needed for the newly implemented logistics and scaling strategies.

Member Activity: Create a handbook for staff to use that details the processes and systems for logistics and scaling strategies.