



## CAC AmeriCorps

*Position Description*

**AmeriCorps Member**



**Dates of Service:** August 3th, 2020 – June 25th, 2021

**Partner:** City of Knoxville, Solid Waste Office

**Location of Service:** Knoxville City-County Building  
400 Main St SW, Knoxville, TN, 37902

**Supervisor:** Patience Melnik, City of Knoxville Solid Waste Manager

### **About CAC AmeriCorps:**

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

### **Position Summary:**

The Solid Waste Office manages waste, recycling, brush, and household hazardous waste for the 180,000 residents who live in the City of Knoxville. The City of Knoxville Solid Waste AmeriCorps Member's goal is to decrease the quantity of materials sent to the local Class I landfill by increasing recycling, diversion, and leaf/brush/backyard composting. Progress toward this important goal is made in numerous ways, including but not limited to, working with the Solid Waste Office staff and the Communication Department Staff to prepare press releases, social media posts, blogs, letters to the editor, and other written outreach materials. The member will also work on improving the simplicity and clarity of recycling signage and messaging as well as coaching and supporting event planners who wish to host low-waste events. The member will help with educating adults about waste-prevention, recycling, backyard composting, and household hazardous waste collection at various public events and neighborhood meetings. The member will develop and distribute information about sustainable waste management in restaurants, food trucks, and other businesses. The member will engage in educating kids at schools/clubs/recreation centers with presentations and activities. The member will create and implement additional projects as time allows.

## Attachment E

As the third member of a small team, the AmeriCorps member also works closely with Solid Waste staff on day-to-day materials management. Like all Solid Waste staff members, this requires some administrative tasks, such as returning phone calls and emails from the public, and helping to manage departmental data. In addition to gaining extensive knowledge of the environmental ramifications of our packaging and disposal choices, the AmeriCorps member in this position learns about local government and develops transferrable professional skills.

### **Minimum Qualifications:**

#### Education

- Bachelor's degree (preferred)

#### Position Requirements:

- Have a passion for waste-prevention, recycling, and the environment
- Enjoy interacting with kids and the public
- Enjoy working cooperatively on a team
- Be a self-starter who wants to create projects and implement new ideas
- Be able to write effectively
- Be punctual, reliable, organized, motivated, flexible, and able to prioritize
- Be available to work events during some weekends and evenings
- Be proficient in MS Office
- Have a valid driver's license

### **Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,195 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through [healthcare.gov](http://healthcare.gov)
- Worker's Compensation
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to provide assistance in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to provide assistance with determining eligibility.
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

**Equity and Inclusion:**

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.



SIGNATURE:

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DATE:

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