



## CAC AmeriCorps

*Position Description*

### Educational Outreach Coordinator



**Dates of Service:** August 3rd, 2020 – June 25<sup>th</sup>, 2021

**Partner:** Sevier Solid Waste Inc.

**Location of Service:** 1831 Ridge Rd, Pigeon Forge, TN 37863

**Supervisor:** Laura Howard, EHS Director

#### **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 mission of Sevier Solid Waste Inc. is to reduce the amount of waste going into a Class I landfill through compost and recycling. The primary goal of the Educational Outreach Coordinator is to raise awareness in Sevier County as to how SSWI handles the county's waste stream in order to educate businesses and residents on how to dispose of waste properly to improve SSWI's compost and recycling. The member will be the primary liaison between ReCollect App Development and SSWI, market ReCollect App to engage community, create a strong social media presence on recycling and composting, attend public meetings, create educational campaign on problem of wet waste targeted to local restaurants, as well as participate in local festivals, fairs, and community events to engage residents on recycling and composting.

This position will provide the opportunity to learn the ins and outs of Sevier Solid Waste Inc's major composting operations as well as their recycling operations. The member will learn about compost and recycling standards, as well as how to effectively communicate and educate the public on these standards to increase the cleanliness of these streams. The member will also have opportunities for public speaking engagements, event planning and organization, and social media work.

## Attachment E

### **Minimum Qualifications:**

#### Education

- Bachelor's Degree

#### Position Requirements:

- Passion for the mission of Sevier Solid Waste
- Enthusiastic and positive attitude
- Willingness to learn and ask questions
- Ability to effectively speak in public
- Ability to write effectively
- Reliable transportation
- Ability to operate a motor vehicle
- Ability to lift a minimum of 25 lbs
- Ability to work in all weather conditions
- Ability to display leadership qualities by being patient, kind, humble, respectful, forgiving, honest, and committed
- Ability to stand and/or sit for long periods of time
- Ability to work cooperatively with others
- Ability to maintain dependable work attendance including evenings and weekends for special events
- Ability to be flexible and handle changes in priorities

### **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
- 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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