CAC AmeriCorps
Position Description

Beardsley Community Farm
Program Development
Specialist VISTA

Dates of Service: August 3rd, 2020 – August 2nd, 2021

Partner: Beardsley Community Farm

Location of Service: 1741 Reynolds St. Knoxville, TN 37921

Supervisor: Charlotte Rodina and Adam Caraco, Co-Directors

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.

About Beardsley Community Farm: [http://www.beardsleyfarm.org/](http://www.beardsleyfarm.org/)
Beardsley Community Farm believes everyone deserves access to fresh and healthy food. To achieve this, Beardsley Community Farm is an urban demonstration farm that food security and sustainable urban agriculture practices through produce donations, community outreach, and hands-on learning on the Farm.

Position Summary:
The Beardsley Community Farm Program Development Specialist VISTA will support the collaborative Farm to Senior project between Beardsley and CAC Mobile Meals. This position will recruit and manage community volunteers to harvest and process food from the Beardsley Farm and deliver the food for preparation to CAC Mobile Meals Kitchen. The VISTA member will support Beardsley Community farm programming and serves through organization of several events throughout the year, including fundraising events and volunteer workdays. The Program Development Specialist VISTA will gain experience with volunteer recruitment and retention, event organization, non-profit management and fundraising, and general program development.

Minimum Qualifications:
- Experience in public relations and/or marketing campaigns
- Multi-tasking abilities to simultaneously manage multiple accounts/projects
- Technical writing skills and good interpersonal communication
- Strong organizational skills

www.cacamericorps.org
**Member Benefits Include:**

- A modest living allowance of $12,490.30, or, $479.08 bi-weekly (pre-tax), paid over 52 weeks
- Choice of an Education Award of $6,195, that can be applied to student loans and/or future education expenses, or an End-of-Service Cash Stipend of $1,800
- A one year End-of-Service Non-Competitive Eligibility for employment in the federal government.
- Healthcare benefits
- 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 are available to provide assistance with determining eligibility
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between $300-$450 in a shared house/apartment scenario
- Professional development and networking opportunities
- Through partnership with Carson-Newman University, members are eligible for a 20% discount on tuition for Carson-Newman’s online Masters in Business Administration – Non-Profit Management degree. With discount, two years of service and 2 Education awards cover the tuition for the MBA.
- Click [HERE](https://www.cacamericorps.org) to see full list of AmeriCorps VISTA benefits

**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.