



CAC AmeriCorps

Position Description



Mentor Recruitment and Engagement Coordinator VISTA

August 3rd, 2020 – August 2nd, 2021

Dates of Service:

Partner:

Big Brothers Big Sisters of East Tennessee

Location of Service:

318 N Gay St #100, Knoxville, TN 37917

Supervisor: Tyler Boldin, Chief Development Officer

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 Big Brothers Big Sisters of East Tennessee: <http://www.tennesseebig.org/>

Big Brothers Big Sisters of East Tennessee defends potential in children through strong and enduring, professionally supported one-to-one relationships that change lives for the better, forever. Children enrolled in the program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and better relationships. This mission has been the cornerstone of the organization's 47-year history in the Knoxville area.

Position Summary:

The Mentor Recruitment and Engagement Coordinator will provide a vital capacity-building role on the Big Brothers Big Sisters of East Tennessee team. The two main priorities for this position include Mentor recruitment, and engaging Mentors as donors to BBBS-ETN.

This position will play a key role in improving recruitment strategies for BBBS-ETN, with a focus on recruiting a diverse range of mentors to better engage vulnerable youth through East Tennessee. The VISTA position will research best practices and strategies from other BBBS agencies, and from similar youth-serving agencies. Alongside BBBS-ETN staff, the VISTA will develop new recruitment policies, programs, and procedures.

The Mentor Recruitment and Engagement Coordinator will also coordinate and develop programming to engage current Mentors, including waiting Bigs, through events and communication. The VISTA will also focus on strategies and practices to engage Mentors to also be Donors to BBBS-ETN.

The Big Brothers Big Sisters of East Tennessee team is dedicated to professional development. VISTA members would be eligible for our \$150 training budget for each staff member.

Further, as a member of Knoxville's Alliance for Better Nonprofits, we also receive free training which this person could participate in. Both our development and our fundraising team regularly train;

currently, we're learning about ACES and trauma-informed care. While not a day-to-day necessity for this position, the person in this position would be welcome to participate.

Minimum Qualifications:

Passion for the mission of Big Brothers Big Sisters of East Tennessee

Belief that all youth have potential

Effective communication and writing skills

Proficient at volunteer coordination

Sense of humor

Bachelor's degree preferred

Proficiency with Microsoft Office

Ability to work with diverse population

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

- Click [HERE](#) to see full list of AmeriCorps VISTA benefits

- 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.

Equity and Inclusion:

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will act 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.

