



CAC AmeriCorps

Position Description



VISTA Summer Associate

- Dates of Service:** June 8th 2020 to July 31st 2020
- 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 VISTA Summer Associate position will support BBBS-ETN program staff with enrollment of mentors and mentees. The position will assist with interviews, references, surveys and match support. The VISTA Summer Associate will also conduct wellness calls for potential mentees and their families, ensuring access to resources during the current COVID-19 pandemic.

This position will also help in the planning and logistics of several match events, which are currently being done virtually to comply with CDC guidelines.

This position will give the VISTA Summer Associate experience with non-profit program management and design, volunteer recruitment, and event organization and planning. The current situation will also give experience with being flexible and adaptable to rapidly changing situations and conditions.

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
- Sense of humor

Proficiency with Microsoft Office
Ability to work with diverse population

Member Benefits Include:

- A modest living allowance of \$1,888.88, or, \$479.08 bi-weekly (pre-tax), paid over 8 weeks
- Choice of an Education Award of \$1,289.95, that can be applied to student loans and/or future education expenses, or an End-of-Service Cash Stipend of \$276.64
- Professional development and networking opportunities
- Click [HERE](#) 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 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.

