



CAC AmeriCorps

Position Description



Community Outreach and Social Media Coordinator VISTA

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

Partner: Community Building Institute

Location of Service: 318 N. Gay St. Suite 202, Knoxville, TN 37917

Supervisor: Jennifer Gable, Chief Operating 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 Community Building Institute: <https://communitybuilding.net/>

The Community Building Institute (CBI) works with government leaders, community leaders, and service providers to build genuine community and improve the lives of youth, families, and adults. Community Building is based on evidence-based practices and concepts, and helps participants remove barriers to communication and unlearn dysfunctional and unproductive attitudes and behaviors.

Position Summary:

The Community Building Institute Community Outreach and Social Media Coordinator VISTA will build capacity for CBI to further its mission of integrating Genuine Community and Community Building Workshops (CBW) into existing criminal justice, social service, and neighborhood structures. The VISTA position will build trust and relationships with a wide variety of community partners in the region, with a focus on underrepresented groups. This position will also help design and evaluate CBI programming and media strategies.

This position will give great experience with fundraising, project design and evaluation, marketing and social media campaigns, and experience with community organizing and social justice work.

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

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](#) 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.

