



CAC AmeriCorps

Position Description



Community Engagement Coordinator



Dates of Service: August 2, 2021 – August 1, 2022

Partner: ASAP of Anderson

Location of Service: ASAP of Anderson
131 S. Charles G. Seivers Blvd. Clinton, TN 37716

Supervisor: Project 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.

About ASAP of Anderson:

At ASAP of Anderson, our mission is to prevent and reduce substance misuse among youth and adults in Anderson County, Tennessee. ASAP has six core values which guide our work: prevention, compassion, knowledge, connectedness, progress, and proactivity. We have a vision of a drug-free Anderson County, and we strive to achieve it by engaging a coalition of volunteers, representing a variety of community sectors, to implement population-level change strategies.

Position Summary:

The ASAP of Anderson Community Engagement Coordinator VISTA will identify, research, and implement community engagement strategies to build the current coalition capacity and increase diversity, equity, and inclusionary practices. The VISTA will expand and enhance relationships with communities across Anderson County, with a specific focus on individuals from underrepresented groups (race, ethnicity, socioeconomic status, geographic location, sexual orientation, age, etc.). Additionally, the VISTA will work alongside ASAP's Youth Ambassador Coalition (YAC) to increase recruitment efforts and identify leadership and/or civic engagement programming to develop current YAC members. Other responsibilities include reviewing and updating current volunteer processes: volunteer orientation, committee structuring, community events, and monthly coalition meetings.

This position will provide the VISTA with an opportunity to develop and execute public outreach and communication, gain experience in volunteer engagement and management, and increase aptitude of strategic planning, implementation, and effective methods for increasing public health awareness.

Minimum Qualifications:

- Strong interpersonal skills with the ability to communicate effectively with individuals from a wide range of backgrounds
- Possess a positive attitude about engaging in community conversation
- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a team
- Ability to think and plan strategically

Member Benefits Include:

- A modest living allowance of \$13,876.38, or, \$513.94 bi-weekly (pre-tax), paid over 52 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- Health insurance premium subsidy paid by program for members who are covered by a Bronze, Silver, or Gold plan in the health insurance marketplace (healthcare.gov) and are not already covered by a parent, spouse, Medicaid, Medicare, or Military healthcare benefits.
- Health insurance allowance plan that reimburses for out-of-pocket expenses for those already covered by a health insurance plan.
- Access to TeleDoc, a virtual healthcare resource.
- Relocation (50+ miles) and Close-of-Service travel allowance of up to \$1,000
- Settling-In Allowance of up to \$750 (must be requested).
- Non-Competitive Eligibility status for federal hiring up to 1 year after completion of your term.
- 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.
- Professional development and networking opportunities.
- 20% discount in tuition for Carson Newman's online MBA in Nonprofit Leadership program.

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.