



CAC AmeriCorps

Position Description



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

Partner: Bridge Refugee Services, Inc.

Location of Service: 4420 Whittle Springs Road Suite A
Knoxville, TN 37917

Supervisor: Katie Willocks, Program Manager

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.

Position Summary:

The CAC AmeriCorps member serving with Bridge Refugee Services will be involved in strengthening the volunteer program, mobilizing resources to support community engagement and developing a volunteer outreach program which will increase the economic opportunities of refugees in the Knoxville area. Throughout the year the member will focus on two main projects. First, due to COVID-19 the member will increase virtual volunteer opportunities for our volunteer base providing much needed mentorship and tutoring opportunities to both them and the refugees Bridge serves. Second, the member will also work within the existing volunteer program to conduct a survey of volunteer impression of our program, enhancing volunteer engagement. Throughout this enhanced engagement period the member will focus on identifying and training volunteer leaders in our community to assist with the sustainability of the program in the future. At the end of the service year the member will work on volunteer outreach to higher learning institutions, organizations and businesses to continue to encourage volunteer interest in the coming years.

This opportunity will provide the member with an opportunity to become very familiar with the refugee process, specifically the needs and goals of the refugee population as they integrate into our community. The programs developed by the member will assist refugees for many years to come as new families arrive and new volunteers develop an interest in learning about this amazing population. The member will have

the opportunity to see their efforts directly effect the welfare of refugee families from contries such as the Democratic Republic of the Congo, Ukraine, Iraq and Colombia to name a few. The member will enjoy first hand experience welcoming new members of our community and participating in the different cultures and traditions that they bring with them. By leading a team of volunteers, the member will experience the direct impact of this vital work for the refugee population.

Minimum Qualifications:

Education

- Bachelor's Degree in Social Work, Human Services, Non-Profit Management, or Related Field.

Position Requirements:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong ability to work independently and remember time lines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

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.