



CAC AmeriCorps

Position Description

AmeriCorps Member



Dates of Service: August 2nd, 2021 – June 24th, 2022

Partner: City of Knoxville, Office of Sustainability

Location of Service: Knoxville City County Building
400 Main St SW, Knoxville, TN, 37902

Supervisor: Brian Blackmon, Project Manager

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a proud AmeriCorps subgrantee that combines elements of traditional conservation practice with community action that informs our service and places it in the broader context of East Tennessee. Our AmeriCorps members improve public lands, educate the public, address pressing human needs, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in the region we call home through enduring acts of service.

Position Summary:

Working within the Office of Sustainability, the selected AmeriCorps member will have the opportunity to learn about city government and the sustainability field. The selected member will work with the OS staff and interns on a variety of projects, but specifically will work on projects related community engagement, energy efficiency education, and green living. The member will develop valuable skills working with other governmental departments, community groups, and datasets by assisting the Office of Sustainability on their work plan implementation. The member must love working with complex datasets. The member must be able to follow instructions and complete assigned tasks. Once the member is thoroughly familiar with the task at hand, they must be able to take the initiative to figure out what needs to be done and do it. The member must be able to write in a clear, concise style and to edit for syntax, grammar and spelling, as well as, speak in public and to field questions about the details of a program or project.

This position will provide the member with an opportunity to become very familiar with communicating on a person-to-person basis to build relationships and interact appropriately with city staff, citizens, nonprofit partners, and other constituencies. The member will also develop skills with complex databases.

Minimum Qualifications:

Education

Minimum CAC AmeriCorps Qualifications:

- All CAC AmeriCorps positions require, at minimum, that our members be at least 18 years old at the start of service, and have completed high school or received a GED.

Site Preferences:

- Preference will be given to graduates who have obtained a 4-year degree from an accredited college or university.

Position Expectations & Requirements

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps environmental positions require attendance of an orientation at the start of service, monthly corps meetings, service days, and other all-corps activities.
- CAC AmeriCorps environmental positions require that you serve a full-time schedule.
- CAC AmeriCorps environmental positions require that members wear AmeriCorps branded uniform gear and safety equipment during service.
- CAC AmeriCorps environmental positions require that members be able to get to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps environmental positions require that members be able to serve effectively both independently and within the context of a team.
- CAC AmeriCorps environmental positions require that all members be able to be able to take direction and perform their service with relative independence with site supervision provided on a weekly basis in either a one-on-one or group setting and intermittent contact from the CAC AmeriCorps office.

Site Preferences:

- Most work will be indoors in city offices, but local travel will be needed to meet with neighborhood groups and others.
- The selected member may be required to perform additional position duties by the supervisor.
- The selected member is expected to show up for work on time each day in attire appropriate for an office setting.
- Business attire may be required on special occasions.
- The primary challenge of this position has to do with the mental challenge of a busy schedule, deadlines, being organized, creating or maintaining important city programs, and working with other individuals.
- Proficiency in MS Office (Excel, Word, PowerPoint); Applicants with experience in MS Access are preferred.
- Very good math skills.
- Proficiency in Internet research and utilization of social media.
- Valid Driver's License with good driving record.

-Push/pull 25lbs. Manual labor is not a primary function of this position; however, the selected member may be asked to take OS materials to a meeting.

Member Benefits Include:

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through healthcare.gov
- 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. Housing, inclusive of utilities, is generally between \$400-\$500 in a shared housing scenario, which is what is highly recommended.
- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

Equity and Inclusion: The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that members and employees are treated equally without regard to race, color, national origin, sex, gender, romantic/sexual orientation, 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 recruitment / employment process.

