



CAC AmeriCorps

Position Description

AmeriCorps Member



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

Partner: Keep Knoxville Beautiful

Location of Service: Keep Knoxville Beautiful
2743 Wimpole Avenue, Knoxville, TN 37914

Supervisor: Alanna McKissack, Executive Director

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:

The CAC AmeriCorps member serving with Keep Knoxville Beautiful will act as the liaison between KKB and Knox County communities, businesses, and organization. The primary goal of the Outreach Coordinator (OC) is to connect Knox County residents to KKB's resources. The OC will work with neighborhood organizations, civic clubs, government agencies, the media, and the business community to promote litter prevention, waste reduction, and community beautification. Throughout the service year, the OC will work to educate and engage Knox County's adult populations through the management and promotion of several KKB programs and events. The OC will be the main coordinator for the City of Knoxville and Knox County Adopt-A-Road programs, KKB's Graffiti-Abatement program, and the Community-Wide Cleanups program. The OC will also work to implement a corporate and small businesses recycling program within Knox County. In addition to program management, the OC will also work to promote KKB resources, litter prevention, waste reduction, and beautification through presentations, attending volunteer fairs and community events, developing blog content, annual event special events planning, mural development, and grant writing.

This opportunity will provide the member with an opportunity to become very familiar with nonprofit management and administration. The OC will gain useful skills in program

management, volunteer management, grant, management, and public relations. The member that serves with KKB will have the unique opportunity to work in environmental sustainability through community involvement.

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:

- Bachelor's Degree

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:

- Proficiency in Microsoft Office
- Strong writing skills
- Ability to work well with or without supervision while maintaining project deadlines
- Flexible schedule and prioritize KKB needs
- Must be willing to work some evenings and weekends
- Must be able to lift 50 lbs.
- Must be comfortable getting dirty scouting in brushy areas and creeks
- Ability to speak in public and relay information to individuals or groups
- Ability to remain courteous and amicable while engaging with members of the public
- Valid Driver's License and reliable transportation

- Flexibility for weekend and evening work

Preferred Qualifications:

- A background or experience with a nonprofit organization, either as a volunteer or a staff person
- Working knowledge of recycling policies in Knoxville and of waste reduction strategies
- Experience developing programs
- Graphic design and the ability to make promotional material
- Experience with photography
- Interest in and knowledge of litter prevention, waste reduction, and beautification as community improvement mechanisms.
- Interest in and knowledge of sustainability and living more environmentally friendly

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.



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