



CAC AmeriCorps

Position Description

Program Development Specialist VISTA



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

Partner: CAC Beardsley Community Farm

Location of Service: 1741 Reynolds Street Knoxville, TN 37921

Supervisor: Charlotte Rodina and Adam Caraco, Co-Directors

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 Beardsley Community Farm Program Development Specialist VISTA will support the collaborative Farm to Senior project between Beardsley and CAC Mobile Meals. This position will recruit and manage community volunteers to harvest food from Beardsley Farm to process at the CAC Mobile Meals Kitchen. The VISTA will also assist with shelf stable food distribution efforts in conjunction with the CAC Nutrition Services VISTA.

The VISTA will increase Beardsley Farm's effectiveness by surveying clients and working with farm staff to plan crops that are enticing to clients as well as culturally appropriate. Surveys will be unique to each set of clients, and require unique administration.

The VISTA member will support Beardsley Community farm programming through the organization of several events throughout the year, including fundraising events, volunteer events, and educational programs such as the Farm Apprenticeship Program and Farm Camp. The Program Development Specialist VISTA will gain experience with volunteer recruitment and retention, event organization, non-profit management and fundraising, and general program development.

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 \$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.