



CAC AmeriCorps

Position Description

Fig Tree Program Development Coordinator



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

Partner: Cokesbury Church

Location of Service: Cokesbury United Methodist Church, 9919 Kingston Pike, Knoxville TN 37922

Supervisor: Director of Outreach Ministries

About Fig Tree:

Fig Tree is a place to be seen and known, offering a variety of services as well as a gathering place for friendship and community. While striving to create a safe community for everyone, we prioritize our most vulnerable neighbors. Fig Tree unites several Cokesbury ministries by offering Hope Connection appointments, Manna House food pantry, Vita Free Tax Preparation appointments, and a hot meal. During open hours, we'll also offer access to computers, the internet, restrooms, laundry facilities, and showers, as well as trained volunteers who are available for relational ministry and referrals.

Position Summary:

The CAC AmeriCorps member serving with Fig Tree will conduct a community needs assessment that will draw on various sources including: census data, mapping and surveying current service providers, as well as interviewing and hosting listening sessions with key community stakeholders. The goal of the needs assessment is to determine key gaps in services and opportunities. Once this has been conducted, research and benchmarking into best practices for the identified key gaps in services and opportunities will take place to determine our next steps in resource offerings. An implementation plan will then be developed, pulling in key partners and determining a plan for acquiring needed resources. The assignment will then shift to implementation of the project plan.

This opportunity will provide the member with an opportunity to become very familiar with the inner workings of a nonprofit organization, including gaining skills in conducting community needs assessments, conducting listening sessions with unhoused community members, and building partnerships with other service providers. The CAC AmeriCorps member will be a part of developing a program development plan that will impact the lives of countless of our most vulnerable neighbors for years to come.

Minimum Qualifications:

Education

- Bachelor's Degree in nonprofit management, community development, social services or related field preferred.

Position Requirements:

- Competent technology skills.
- Excellent people skills: able to work with people from a variety of backgrounds; in particular unhoused community members that may be experiencing a variety of issues including untreated mental illnesses and addiction.
- Excellent communication skills - both written and verbal.
- Solid organizational skills. This position will require tracking, reporting, and synthesizing lots of information over time.
- Comfortable working in an inclusive, faith-based setting.
- Self-starter with an entrepreneurial spirit able to chart new paths and try new things given support and direction from the Director of Outreach.
- Solid relationship skills and an innate love for people. All data, research, and recommendations should be rooted in a deep knowledge of and love for our prioritized stakeholders

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.