



**CAC AmeriCorps**  
*Position Description*



**Dates of Service:** August 2<sup>nd</sup>, 2021 – August 1<sup>st</sup>, 2022

**Partner:** Knox Education Foundation

**Location of Service:** Knox County Community Schools

**Supervisor:** Community Schools Director

**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:**

In coordination with the Community Schools this position is responsible for coordinating specific program implementation as identified through needs and assets assessments, fostering community-based participation, supporting place-based strategies, and creating positive and productive relationships between Community Schools and students, families, teachers, and neighborhoods. This position will work with site coordinators, site steering committees and other stakeholders to identify and fill gaps for programming, placemaking, and data collection and analysis. Additionally, this role will work with a range of stakeholders to enhance social, cultural and physical connections with the school, families, students, and the community.

This role will provide the opportunity to learn about community driven initiatives, the struggles of marginalized communities, and opportunities for community development.

The position will be directly involved in program development, analysis, and improvement strategies. This is an excellent opportunity to learn about the public school system from inside a school while maintaining an external perspective as well.

**Minimum Qualifications:**

Education:

Bachelor's Degree--Related field preferred (education, social work, social services, etc.)

Position Requirements:

- Strong organizational skills
- Highly effective interpersonal skills
- Strong written and verbal communication ability
- Ability to work effectively with diverse individuals and communities from neighborhoods, schools, and organizational partners
- Can perform as a professional in a flexible, high energy environment
- Ability to work flexible hours (day, evening, and weekend in response to program needs).

**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.