



## CAC AmeriCorps

*Position Description*

**College Access Coordinator**



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

**Partner:** Centro Hispano de East Tennessee

**Location of Service:** 2455 Sutherland Avenue, Knoxville, TN 37919

**Supervisor:** Director of Youth and Family Engagement

### **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:**

Centro Hispano is a small non-profit serving the Latino community of Knox County and the surrounding region. The vision of this organization is for all Latinos and Latinas to thrive culturally, educationally and economically. Centro pursues this vision by offering tools and information to connect, integrate and empower the Latino community through education and engagement. Centro Hispano's Youth and Family Engagement Department includes afterschool programs, parent education, youth development and college access programs, and educational advocacy.

The goal of the CAC AmeriCorps member serving with Centro Hispano as College Access Coordinator is to focus on post-secondary access for underrepresented groups by working with Latino youth and families to help them prepare for college and understand their post-secondary options. The College Access Coordinator will help the Y&F Director to gather information about post-secondary options and scholarships, and coordinate meetings with youth and families to counsel them on their options. The person in this position will also develop an annual calendar and plan activities for the Centro Youth L.E.A.D. group to provide local Latinx youth with leadership development activities, post-secondary access options, and mentorship opportunities. They will be responsible for recruiting and training mentors for the Centro Youth L.E.A.D. program, as well as developing training for parents, school counselors and other youth serving organizations around college access for Latino students. Finally, they will support the Y&F Director in advocating for post-secondary options for Latinx youth, including by helping to organize Latino

Student Success Coalition meetings and work with Y&F Director to help organize and coordinate the annual Latino College & Resource Fair.

This opportunity will provide the member with an opportunity to become very familiar with the college access process, financial aid opportunities and working with diverse populations, particularly first and second generation immigrants. The person in this position will learn about working with adolescents, families, as well as how to recruit and manage volunteer mentors. The person in this position will learn about education policy and advocacy, and how to work with Post-secondary education institutions. Centro Hispano is a fun and dynamic environment to work where Americorps VISTA members are treated as full staff members whose opinions and time are respected and appreciated. We have worked with many early career professionals to help them find their passion and path in life. This is hard work, but so fulfilling! This position would be ideal for someone interested in working in youth development, school counseling, family services, social work or education, and we've had past Americorps members go on to graduate school in Education, Public Health and Social Work, as well as joining programs like Teach for America.

### **Minimum Qualifications:**

#### Education

- Bachelor's Degree; or equivalent experience in youth development or college access programs

#### Position Requirements:

- Team player with a positive attitude and strong interpersonal skills.
- Bilingual (Spanish/English) required
- Knowledge of child development and/or experience working with adolescents
- Experience with or passion for working with culturally diverse populations
- Ability to work independently
- Knowledge of google suite (gmail, sheets, docs)
- Knowledge of college access or financial aid process (preferred)

### **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.