



CAC AmeriCorps

Position Description

Resource & Communications Coordinator



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

Partner: Centro Hispano de East Tennessee

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

Supervisor: Director of Social Impact

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 Social Impact Department includes educational opportunities and advocacy in the areas of health, finance, and legal. The goal of the CAC AmeriCorps member serving with Centro Hispano as Resource & Communications Coordinator is to improve the consistent quality of Centro Hispano's social media presence and grant management systems. The Coordinator will manage and support the creation and distribution of social media posts, Curate relevant #GivingTuesday campaigns, and maintain grant resources (research new grant opportunities and share with executive staff). This position will require the coordinator to design flyers, invitations, posters, booklet designs for the Latino Awards and other community events. In addition, this coordinator will create graphics for social media with Canva or Adobe CC (Illustrator, InDesign, Photoshop, etc.) Among the responsibilities of the coordinator, is designing and creating content for bimonthly newsletters with our donor relations coordinator and designing Impact Reports & One Sheets (every calendar year). Maintaining Centro Hispano's website with relevant information, events, newsletters, etc. is a core part of the position. Creating surveys for all health programs allows the coordinator to determine the success and progress of health initiatives. Maintaining the narrative, messaging, storytelling, and branding on all social media platforms will be key in this role.

Minimum Qualifications:

Education

- Associates Degree required; Bachelor's preferred but not required
- Must be fully bilingual (English and Spanish proficiency)
- Background in graphic design preferred

Position Requirements:

- Team player with a positive attitude and strong interpersonal skills.
- Bilingual (Spanish/English) strongly preferred
- Must be proactive, self-starter, and willing to be adaptable to learning and growing in their position
- Team player with a positive attitude and strong interpersonal skills.
- Experience with or passion for working with culturally diverse populations
- Detail-oriented and organized
- Knowledge of google suite (Gmail, sheets, docs)

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.