



CAC AmeriCorps

Position Description

Volunteer 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 Workforce Development

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 the only Latino educational organization for Knox County and surrounding areas. We work so that all Latinos and Latinas thrive culturally, educationally and economically in our region. Centro pursues this vision by offering tools to connect, integrate and empower the Latino community through education and engagement and information and resources services. The Workforce Development Department includes a multilevel English program, a high school equivalency program in Spanish, a basic literacy class, a digital literacy program, and training to help immigrants adapt to an American work environment. Youth and Family Engagement has bilingual pre-k through elementary-aged enrichment programs, elementary age after school tutoring, a youth leadership group, the Latino Student Success Coalition, and parent education. Social Impact focuses on helping our community become physically, mentally, and financially healthy with focus areas in Legal, Health & Finance. Volunteers are a crucial element in connecting the local Latino population to the resources necessary to thrive in East Tennessee.

The primary goal of the CAC AmeriCorps VISTA serving with Centro Hispano is to increase the economic opportunity among the Latinx community of East Tennessee through Centro Hispano's ESL (English as a

Second Language) classes for adults. Language acquisition is a barrier to employment for non-English speaking community members, so these classes will better prepare them for the job market. The Volunteer Coordinator will support the ESL program through tracking student attendance and progress to provide crucial program evaluation. These metrics will also be communicated to the Workforce Development Director to assess specific grant indicators to aid in program expansion. The Volunteer Coordinator will cultivate relationships with current volunteers and actively recruit new volunteers through interest events, social media posts, and volunteer recruitment platforms. They will also continue to develop training programs to better orient and retain new volunteers. Although the majority of Centro Hispano's volunteer opportunities are to support the Workforce Development department's ESL program, the VISTA member will also build the volunteer capacity of other programs at Centro Hispano such as afterschool programming, health training and large-scale volunteer days.

This opportunity will provide the member with the opportunity to become very familiar with language programming and talent recruitment and retention. The person in this position gains knowledge of program implementation and evaluation as well as skills in team-building and project management. Centro Hispano is a diverse and dynamic environment where VISTA members are treated as full time staff members whose input and opinions are respected and appreciated. Centro strives to serve as a platform for self-discovery of one's passions and career goals. This position would be ideal for someone interested in pursuing social work or education, and we've had many past AmeriCorps members pursue graduate degrees or programs such as Teach for America after their time with us.

Minimum Qualifications:

Education:

- Associates degree or above in adult education, human services or global studies; or relevant experience in people and project management

Position Requirements:

- Team player with a positive attitude and strong interpersonal skills.
- Bilingual (Spanish/English) strongly preferred
- Experience with or passion for working with culturally diverse populations
- Detail-oriented and organized
- Knowledge of google suite (gmail, sheets, docs)
- Knowledge of curriculum development and program evaluation
- Innovative problem solving with a solution-oriented mindset

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.