



## CAC AmeriCorps

*Position Description*

### SEED Training Program Assistant



- Dates of Service:** August 2<sup>nd</sup>, 2021 – August 1<sup>st</sup>, 2022
- Partner:** SEED Inc.
- Location of Service:** Morningside Community Center  
1617 Dandridge Avenue Knoxville TN 37915
- Supervisor:** Stan Johnson, Executive 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:**

The applicant will serve as an assistant to SEED's Training Director, helping to strengthen our current Career Readiness Program, Community Engagement Boot Camp, and develop our new Construction Boot Camp. SEED (<http://seedknox.com>) creates pathways out of poverty for young adults, ages 18-26, through career readiness training, while at the same time providing environmental education and community engagement by our students in the low income communities in Knoxville.

During their year of service, the applicant will review curriculum and logistics of our training program, review literature and best practices in the field of adult training, and create a written work plan for upcoming training programs. They will develop relationships with contractors and find those who are interested in helping SEED's new Construction Boot Camp. They will strengthen the relationships with other organizations and nonprofits who are working in the same low income communities. Lastly, they will review SEED's current evaluation process, research best practices, and suggest improvements to the current evaluation process and collection of outcome data.

**Minimum Qualifications:**

## Education

- Bachelors Degree in a Social Sciences or Education field.

## Position Requirements:

- Excellent writing ability and the ability to work in a team environment.

**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.