



CAC AmeriCorps

Position Description

VISTA Summer Associate



Dates of Service: May 24th, 2021 – July 30, 2021

Partner: Big Brothers Big Sisters of East Tennessee

Location of Service: 318 N. Gay Street, Suite 100, Knoxville, TN 37917

Supervisor: Jennifer Davis, Senior Director of Programs (*Note that, if on board in time, this position will report to a to-be-hired Match and Family Engagement Position*)

****All Summer Associate Positions are contingent on approval of funding.**

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.

About Big Brothers Big Sisters: <http://www.tennesseebig.org/>

Big Brothers Big Sisters of East Tennessee defends potential in children through strong and enduring, professionally supported one-to-one relationships that change lives for the better, forever. Children enrolled in the program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and better relationships. This mission has been the cornerstone of the organization's 50-year history in the Knoxville area.

Position Summary:

The CAC AmeriCorps member serving as the Summer Associate with Big Brothers Big Sisters of East Tennessee will organize, plan, and implement initiatives, activities, and communications that increase the well-being of our Bigs, Littles, their families, our waiting families, and broader communities, as well as their environments.

Under established guidelines for public health, activities will include assisting in the planning and implementation of large-scale match activities and trainings for parents, waiting families, and matches. The Summer Associate will also deepen partnerships and seek new ones, with organizations like the YMCA, Legacy Parks Foundation, Sierra Club and more.

The Summer Associate will assist with creation and dissemination of a newsletter for our matches which will include match activities, information on healthy food, exercise, and avoiding opioids and other substances—as well as a focus on being active outdoors and serving as stewards of the environment. Additionally, the member will build strong relationships with families whose children are waiting for a mentor and will offer programs of interest to these stakeholders.

The Summer Associate position will continue BBBS's work of outreach to families to complete a wellness survey to gauge their need for resources during the ongoing COVID situation and will work closely with our Match Support team to help provide resources to families.

This position will provide direct support to our matches, parents, and waiting families including sharing resources for families affected by Tennessee's opioid epidemic or who are considered high-risk. The Summer Associate will assist with trainings for families on a variety of topics important to the community BBBS-ETN serves. They may also assist our Match Support team by helping with match meetings and match surveys.

The Big Brothers Big Sisters of East Tennessee team is dedicated to professional development and BBBSA provides resources the incumbent will benefit from. As a member of Knoxville's Alliance for Better Nonprofits, BBBS-ETN receives a number of free trainings which this person could participate in. Both our development and our fundraising team regularly train; currently, we're learning about ACEs and trauma-informed care, and how to ask second- and third-level questions when working with families facing trauma.

Minimum Qualifications:

Passion for the mission of Big Brothers Big Sisters of East Tennessee

Belief that all youth have potential

Effective communication and writing skills

Proficient at volunteer coordination

Sense of humor

Proficiency with Microsoft Office

Ability to work with diverse population

Member Benefits Include:

- A modest living allowance of \$2,569, or, \$513.94 bi-weekly (pre-tax), paid over 10 weeks.
- Education Award of \$1,216.85 that can be applied to student loans and/or future education expenses.
- 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.

- 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.