



CAC AmeriCorps

Position Description

Program Development Coordinator



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

Partner: CAC Mobile Meals and Nutrition Services

Location of Service: 2247 Western Ave. Knoxville, TN 37921

Supervisor: Shelly Woodrick & Judith Pelot

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 VISTA member will provide support, information, and process improvement to Mobile Meals and all other programs under CAC Nutrition Services as necessary. Responsibilities are to include (1) planning & coordination of Mobile Meals' 50th Anniversary Event to take place in the fall of 2021. (2) Assisting with fundraising efforts and events (3) utilization of ServTracker, an online software system, to track and manage Mobile Meals' volunteers as well as clients belonging to other programs in Nutrition Services. (4) coordination and oversight of volunteer groups for various events to create supply of multiple food distribution services. (5) assisting the Volunteer Coordinator to provide orientations to new drivers and conducting & organizing background checks for record-keeping and grant purposes.

Minimum Qualifications:

Education

- University Degree, preferably in the humanities or social sciences

Position Requirements:

- a. Proficiency in Microsoft Office Suites

- b. Work with diverse demographics.
- c. Push, pull, and lift up to 50 lbs.
- d. Possess a valid driver's license.
- e. Stand on feet for long periods of time.
- f. Balance multiple projects at once.

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.