



CAC AmeriCorps

Position Description

AmeriCorps Member



Dates of Service: August 2nd, 2021 – June 24th, 2022

Partner: City of Knoxville, Office of Sustainability

Location of Service: Knoxville City County Building
400 Main St SW, Knoxville, TN, 37902

Supervisor: Grace Levin, Sustainability Coordinator

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a proud AmeriCorps subgrantee that combines elements of traditional conservation practice with community action that informs our service and places it in the broader context of East Tennessee. Our AmeriCorps members improve public lands, educate the public, address pressing human needs, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in the region we call home through enduring acts of service.

Position Summary:

The City of Knoxville's Office of Sustainability (OS) is responsible for making Knoxville a greener, more sustainable city - one where the economy, environment, and community can thrive today and in the future. In 2019, City Council adopted two climate goals: a 50% reduction in greenhouse gases by 2030 for City operations and an 80% reduction by 2050 for the entire community.

The OS will play a key role in implementing strategies to meet both climate goals. The OS focuses primarily on Energy, Buildings, Transportation, Infrastructure, Sustainable Growth, and Resilience, as detailed in the [City's Energy & Sustainability Initiative Work Plan](#).

The selected AmeriCorps member will assist the OS with the implementation of the work plan and strategies to meet the City's climate and environmental goals. The service member will be an integral member of the OS team, collaborate on a variety of projects, and be responsible for tasks such as:

- Maintain complex databases of City utility consumption, perform data quality checks, and prepare findings (reports, visualizations, talking points, presentations, etc).
- Assist with data collection, input, and findings for annual greenhouse gas inventory.

- Assist with data collection and analysis for various reports.
- Research and report back on various topics.
- Design and implement programs on various topics.
- Develop communication materials such as handouts, flyers, presentations, and web content.
- Serve as a liaison and provide support for community groups and events as requested.
- Educate community groups on various sustainability topics.
- Provide support for OS meetings by taking notes and managing technology.
- Take on additional responsibilities as projects develop.

Minimum Qualifications:

Education

Minimum CAC AmeriCorps Qualifications:

- All CAC AmeriCorps positions require, at minimum, that our members be at least 18 years old at the start of service, and have completed high school or received a GED.

Site Preferences:

- Preference will be given to graduates who have obtained a degree from an accredited college or university.
- Preference will be given to applicants with work history or other experience in related fields, such as environmental science, environmental management, urban planning, sustainable development, data analytics, public administration, public policy, etc.
- Preference will be given to applicants with demonstrated interest in sustainability and/or government.

Position Expectations & Requirements

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps environmental positions require attendance of an orientation at the start of service, monthly corps meetings, service days, and other all-corps activities.
- CAC AmeriCorps environmental positions require that you serve a full-time schedule.
- CAC AmeriCorps environmental positions require that members wear AmeriCorps branded uniform gear and safety equipment during service.
- CAC AmeriCorps environmental positions require that members be able to get to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps environmental positions require that members be able to serve effectively both independently and within the context of a team.
- CAC AmeriCorps environmental positions require that all members be able to be able to take direction and perform their service with relative independence with site supervision provided on a weekly basis in either a one-on-one or group setting and intermittent contact from the CAC AmeriCorps office.

Site Preferences:

- Member must be comfortable working in an office environment, with emphasis on work performed at a computer during business hours.
- Member may occasionally be asked to travel within Knoxville for meetings and events. City vehicles are available to those with a valid driver's license and good driving history.
- Member must be comfortable working with (or learning to work with) complex datasets. Proficiency in datasets and/or databases is preferred.
- Member must be comfortable working with Microsoft Office (Excel, Word, PowerPoint). Proficiency in Excel and/or Access is preferred.
- Member must be comfortable performing Internet research on a wide range of topics.
- Member must be comfortable working on a small team, both collaboratively and independently.
- Member must interact professionally at all times with OS teammates, government agencies, community groups, members of the public, and other stakeholders.
- Member must act as a public servant at all times and lead by example in appearance, behavior, and interactions with others.
- Member must be punctual, reliable, responsible, focused, organized, and flexible.
- Member must be independent, self-starting, and willing to take the initiative to figure out what needs to be done and do it.
- Member must be able to use time wisely and meet deadlines.
- Member must be able to write in a clear, concise style.
- Member must be comfortable representing the OS in public by speaking or presenting and answering questions about programs or projects.
- Member must dress in appropriate professional attire.
- Member must possess a valid government-issued ID.
- Member may be required to perform additional position duties by their supervisor.

Member Benefits Include:

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through healthcare.gov
- 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. Housing, inclusive of utilities, is generally between

\$400-\$500 in a shared housing scenario, which is what is highly recommended.

- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

Equity and Inclusion: The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that members and employees are treated equally without regard to race, color, national origin, sex, gender, romantic/sexual orientation, 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 recruitment / employment process.

