

Member Signature _____ Date _____

Member Signature adopts the position description as part of the MSA.



CAC AmeriCorps

Position Description

Donations Coordinator



AmeriCorps

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

Partner: Two Bikes

Location of Service: Two Bikes Bike Shop
118 S. Central St, Knoxville, TN 37902

Supervisor: Matthew Zingg, Mitchell Connell

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:

Across the country, one of the biggest obstacles for upward economic mobility is access to reliable transportation. To help lower that hurdle, Two Bikes will donate a bike for every one we sell. To meet inventory demands and to fulfill the promise of our “Buy-One-Give-One” mission, Two Bikes relies on store-front donations, bike drives, and support and cooperation with local bike shops and non-profits. The DONATIONS COORDINATOR would play a crucial role in ensuring that Two Bikes succeeds by organizing and managing six bike drives, developing a network of local and surrounding area bicycle shops to establish off-site donation drop-off locations, working with nonprofits and other organizations to redistribute bikes to the community, and developing and maintaining a comprehensive donor database.

This position will afford the member an opportunity to take part in a vibrant cycling culture and to cultivate long-lasting relationships within the nonprofit and local business communities. The member will be given the chance to be proficient in managing large scale events, creating novel

ways to reach donors, and maintaining comprehensive databases. By the end of the member's service term the resources, infrastructure and methodology developed will supply Two Bikes with a future outline for sustainable, efficient capacity building.

Minimum Qualifications:

Education

- H.S Diploma/GED -- Associates or Bachelor's Degree Preferred

Position Requirements:

- Great communication skills and outgoing attitude
- Ability to work with others and alone
- Excellent written and verbal skills
- Familiarity with Mac/PC operating systems
- Strong organizational skills and detailed orientated
- Solid knowledge of social media platforms
- Desire to build lasting community networks
- Valid driver's license
- Ability to lift heavy objects
- Available to travel
- Working knowledge of bicycles

Position Preferred Skills and Qualifications:

- Bachelor's Degree in related/applicable area
- Event planning experience
- Strong ties to the community
- Data-entry experience
- Proven ability to leverage technology and social media to increase capacity building
- Really likes bicycles

Member Benefits Include:

- First pay period reflects a living allowance of \$13,876.38, or, \$513.94 bi-weekly (pre-tax). As of August 15th, 2021, the Knox County living allowance rate is set at \$41.10 per day, or \$15,001.50 over the course of the service year (\$575.40 bi-weekly pre-tax).
- 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.