



CAC AmeriCorps

Position Description

Farmers Market Program Coordinator



Dates of Service: August 16, 2021 – April 30, 2022 (~ 10 hours/week)

Partner: Grow Oak Ridge

Location of Service: 323 Vermont Ave, Oak Ridge, TN 37830

Supervisor: Rebecca Williams, Market Manager

About CAC AmeriCorps Community Action Fellows:

The Community Action Fellows (CAF) program assists with pandemic recovery efforts by tackling learning loss in education, food insecurity, and the broader effects of COVID-19 in East Tennessee. Unlike our more typical, full-time AmeriCorps assignments, CAF members will serve 300-hour terms to be fulfilled within 16 weeks (at approximately 20 hours/week) or 32 weeks (at approximately 10 hours/week). CAF members may serve up to 600 hours per year and up to eleven terms for education award eligibility.

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.

Organization Overview:

[Grow Oak Ridge](#) brings people and healthy food together! Our mission is to promote health in Anderson County, TN, by connecting local farmers with the public through farmers' markets, community nutrition incentive programs, and educational programming. We run two farmers' markets: The Winter Farmers' Market, which is indoors December through March, and Market-To-Go, an online market that is open year-round.

Position Description:

The Program Coordinator must share our enthusiasm for local farms, local foods, and small businesses. The Program Coordinator will focus on expanding and promoting our SNAP/EBT doubling program in all aspects of the markets through advertising, networking with local food security organizations, and by planning a series of 4 to 6 "Grow and Learn" market workshops throughout the winter season that encourage the public to shop and eat locally grown foods. The Program Coordinator will collect attendance and sales data to assess outreach efforts. The Program Coordinator will be part of the market team, pitching in as needed in children's program, front desk, or Market-To-Go pickup program.

The Coordinator must be willing to work Saturday mornings 7 am to 1 p.m. (6 hours) and 4 hours remotely during the week. Generally it's every Saturday, but days off include two weeks at Christmas/New Years, and up to 4 weekends throughout the year, coordinating with the Director to ensure coverage at market. Other responsibilities will include a weekly meeting with the Executive Director. Must be comfortable with computers, Google Docs, Excel, and Social Media. Must be willing to work with and respect a diverse group of people, including diversity of thought, political leanings and religions. Must be a good listener, great communicator, respectful and friendly, and ready to jump in and help.

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; have completed high school or received a GED; and be a U.S. citizen, national, or lawful permanent resident.

Position Expectations & Requirements:

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps Community Action Fellows are required to attend an orientation at the start of service.
- CAC AmeriCorps Community Action Fellows are required to serve a part-time schedule in accordance with their specific service term assignment, which is approximately 20 hours/week for 16 weeks or approximately 10 hours/per week for 32 weeks.
- CAC AmeriCorps Community Action Fellows are required to wear AmeriCorps branded uniform gear and appropriate safety equipment during service.
- CAC AmeriCorps Community Action Fellows are required to make their way to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps Community Action Fellows are required to serve effectively both independently and within the context of a team.
- CAC AmeriCorps Community Action Fellows should be capable of taking direction and performing 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:

- Must be able to lift 30 pounds
- Access to a computer, phone, and email for remote working hours.
- Basic working knowledge of Google Docs and Sheets.
- Transportation to and from Oak Ridge.

Member Benefits Include:

- A modest living allowance of \$3,300 distributed bi-weekly at \$412.50 (pre-tax), paid over 16 weeks or \$206.25 (pre-tax) over 32 weeks.
- Education Award of \$1,342 that can be applied to student loans and/or future education expenses.
- Worker's Compensation
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to aid in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to assist with determining

eligibility.

- 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.



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