

Member Signature _____ Date _____

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



CAC AmeriCorps

Position Description

Food Access Coordinator



Dates of Service: January 18, 2022 – January 17, 2023

Partner: Knoxville's Community Development Corporation (KCDC)

Location of Service: KCDC Headquarters
901 N Broadway, Knoxville, TN 37917

Supervisor: KCDC Strategic Partnerships and Policy Director

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 CAC VISTA member serving with KCDC will be involved in capacity building in health care access and health education for residents in Knoxville's public housing. KCDC serves as the public housing authority for both the City of Knoxville and Knox County and the redevelopment agency for the City of Knoxville. KCDC provides affordable housing at 20 separate sites for some 3,500 families and individuals while concurrently administering some 4,000 section 8 vouchers.

KCDC strives to improve neighborhoods and communities by providing quality affordable housing, advancing development initiatives, and fostering self-sufficiency. The CAC VISTA volunteer will develop more sustainable food security services through identifying existing or needed resources in the community, co-write grants for existing community gardens, food access, and outdoor programming, work with expanding food access partnerships to underserved KCDC properties, develop educational opportunities around food for residents at KCDC properties, collect best practices, observations, and existing research around food insecurity and access for low-income individuals, arrange and assist with partnership-based community activities such as food and commodities distribution, review data collected from KCDC needs assessment to identify high need properties and areas while developing a matrix to connect needs with partners.

This opportunity will provide the VISTA volunteer with an opportunity to become very familiar with public housing and the importance of affordable housing. The research and planning by this member will be leveraged many times over, whether through planned resident activities, long lasting partnerships, or resident wellbeing improvement. They will likely have the opportunity to see a concept through from idea, to planning, to implementation, and finally evaluation, gaining experience and knowledge in project planning, partnership development, evaluation, and working with a diverse group of people to make it all happen.

Minimum Qualifications:

- High school diploma or GED equivalent. Proficient in Microsoft Office Suite applications including Word, Excel, PowerPoint, and Outlook; social media platforms; Zoom. Superior written and oral communication skills. The ability to work well with residents, community partners, and KCDC staff is required.

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.