

VISTA Assignment Description (VAD)

Title: CAC Housing & Energy Services Project Coordinator
Sponsoring Organization: Knoxville-Knox County Community Action Committee (CAC)
Project Name: CAC AmeriCorps
Project Number:
Project Period: 08/13/2018 – 08/12/2019
Site Name (if applicable): CAC Housing & Energy Services
Focus Area(s) Primary: Economic Opportunity Secondary: Capacity Building
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

VISTA Assignment Objectives and Member Activities

Goal of the Project: The VISTA will work to promote the weatherization programs offered by CAC Housing & Energy Services. These programs are designed to assist low to moderate income families in Knoxville and the surrounding areas in lowering their energy consumption. The VISTA will recruit families in the area to take part in these grant funded programs. In addition to promoting these programs, the VISTA will create educational materials to inform participants and the general public about energy efficiency and the different ways they can lower their energy consumption.

Objective of the Assignment (08/06/2018 – 07/31/2019)

The VISTA member will recruit families and individuals to take part in the various weatherization programs housed by CAC Housing & Energy Services. These programs are designed to lower energy consumption and create a more comfortable living environment for the participants.

Member Activities:

1. The VISTA member will work with existing staff to coordinate the weatherization programs.
 - a. Learn about CAC Housing & Energy Services weatherization programs, the requirements, and guidelines for each different program.
2. Identify those individuals and families eligible for the weatherization program.
 - a. Assess the individuals and families who apply for the programs to establish if they are eligible for the weatherization program.
 - b. Update the department databases to show which individuals are eligible for the weatherization program.

Objective of the Assignment (08/06/2018 – 07/31/2019)

The member will collect data that will be used to identify future funding opportunities that the member will research in order to build program capacity. The goal is to show how the client's utility bills have changed since the work was performed on their home. Additionally, the VISTA will research future grants that would allow our program to make needed repairs and improvements in more low-income households in the Knoxville area.

Member Activities:

1. Track the consumption of clients who have received weatherization services through

CAC Housing & Energy Services.

2. Increase community partnerships, secure resources, research potential funding opportunities
 - a. Research grant and funding opportunities to sustain projects in the future
 - b. Create and maintain local partnerships

Objective of the Assignment (08/06/2018 – 07/31/2019)

The member will develop materials that aim to sustain energy efficiency through education.

The VISTA will research, develop, and implement a sustainable, comprehensive, online energy efficiency education program. This will be integral in engaging the past, present, and future weatherization participants as well as the general public in energy savings.

Member Activities:

1. Engage with existing partners to develop these educational videos.
2. Research the latest in energy saving tips to incorporate into their educational materials.
3. Develop the educational material in a way that is easily accessible to weatherization participants and the general public.