



CAC AmeriCorps

Position Description

Emergency Preparedness Education Specialist



Dates of Service: August 6th, 2019 – June 28th, 2020

Partner: Knoxville-Knox County Emergency Management Agency & City of Knoxville

Location of Service: Knoxville-Knox County Emergency Management Agency
605 Bernard Avenue, Knoxville, TN, 37921

Supervisor: Colin Ickes – Knoxville-Knox County Emergency Management Agency 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 AmeriCorps member serving with the Knoxville-Knox County Emergency Management Agency (KEMA) will be instrumental in improving the education and community outreach arm of the agency. Throughout the year, the member will be responsible for speaking to community and neighborhood groups and staffing booths at events and resource fairs to promote emergency preparedness. The member will take the lead role in organizing and coordinating public education opportunities such as Community Emergency Response Team (CERT) training and Stop the Bleed training in collaboration with response agency partners. The member will work out of the KEMA office, having direct access to emergency preparedness professionals, will attend meetings at the Emergency Operations Center, and will work closely with the KEMA Director and Operations Officer. They will also work closely with the Office of Neighborhoods to help encourage and support disaster preparedness and educate the community at the neighborhood level. A small portion of their responsibility will also be to help the Office of Sustainability conduct disaster preparedness and sustainability-related education for the South East Sustainable Communities Grant, awarded to the City of Knoxville to help encourage energy efficiency across the city.

Located between the mountains and the plateau, Knoxville is a relatively safe place to live. This sense of safety, however, means many Knoxville residents are undereducated and underprepared for natural and

man-made disasters, such as fires, earthquakes, tornados, floods, severe storms, chemical spills, infrastructure failure, etc.

The KEMA member will be able to develop expertise in disaster response and emergency preparedness, through training opportunities with KEMA, Tennessee Emergency Management Agency, Tennessee District 2 Homeland Security, American Red Cross, Citizen's Policy Academy, and more. They will have the opportunity work alongside disaster preparedness professionals as they coordinate the response to incidents ranging from snow storms to major catastrophes, and they will learn community education, outreach, and preparedness skills. The member will gain knowledge and experience related to emergency operations and use tools such as GIS mapping and other technology crucial to coordinating law enforcement, fire, rescue, and EMS response on both a small and large scale. They may have the opportunity to respond to disasters anywhere in the region with KEMA's state of the art, Mobile Command Unit. The member will also gain valuable skills in community engagement, networking, and community organizing. Working with KEMA's small staff with access to the Office of Neighborhoods and Office of Sustainability, will allow the member to have the unique opportunity to explore their interests across emergency preparedness, community engagement, and sustainability as well.

Minimum Qualifications:

Education:

- Bachelor's Degree in Emergency Response, Communications, Government, Planning, Science, or a related field. Or, related experience in emergency response, community engagement, or education.

Position Requirements:

- Ability to speak in front of crowds and engage in public settings.
- Ability to relate to and work with diverse groups and a wide range of personalities.
- Ability to work on a flexible schedule with potential evening and weekend hours.
- Ability to drive a city car to get to and from work-related activities.

Member Benefits Include:

- A modest living allowance of \$12,530, or, \$533.19 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$5,920 that can be applied to student loans and/or future education expenses.
- Health insurance is available for members who are not already covered independently or by a parent.
- 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 \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.

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.

