



## CAC AmeriCorps

*Position Description*



### **Outreach and Events Coordinator**

**Dates of Service:** August 5<sup>th</sup>, 2019 – August 4<sup>th</sup>, 2020

**Partner:** Big Brothers Big Sisters of East Tennessee

**Location of Service:** 318 N Gay St #100, Knoxville, TN 37917

**Supervisor:** Brent Wuagh, CEO

#### **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.

#### **About Big Brothers Big Sisters of East Tennessee:** <http://www.tennesseebig.org/>

Big Brothers Big Sisters of East Tennessee defends potential in children through strong and enduring, professionally supported one-to-one relationships that change lives for the better, forever. Children enrolled in the program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and better relationships. This mission has been the cornerstone of the organization's 47-year history in the Knoxville area.

#### **Position Summary:**

The Outreach and Events Coordinator will provide a vital capacity-building role on the Big Brothers Big Sisters of East Tennessee team. The two main priorities for this position include event-planning for mentors ("Bigs") and mentees ("Littles") as well as communication and marketing.

This position will play a key role in coordinating BBBS-ETN's key strategic partnership with The Vol Network. As such, the Outreach and Events Coordinator will recruit mentors and mentees to volunteer on Saturdays in the fall. This role will coordinate marketing of the program and collaborate with media partners. The Outreach and Events Coordinator will work 6-7 Saturdays in the fall to support these events.

The Outreach and Events Coordinator will assist with the planning and implementation of "match" events for the youth we serve. These events included, but are not limited to: The Back to School Pool Party, The Match Tailgate, the Annual Match Holiday Party, and monthly Craft Clubs. Match events are both heartwarming and inspiring and are typically a delight to manage.

Additional duties include the following: Collaborating on stewardship and communication to BBBS-ETN donors; assisting with recruitment of Bigs especially in relation to targeted recruitment campaigns;

pulling reports and collaborating with leadership to determine necessary adjustments to events, initiatives, and outreach activities; and, representing the agency at recruitment events and fairs.

The Big Brothers Big Sisters of East Tennessee team is dedicated to professional development. VISTA members would be eligible for our \$150 training budget for each staff member.

Further, as a member of Knoxville's Alliance for Better Nonprofits, we also receive free training which this person could participate in. Both our development and our fundraising team regularly train; currently, we're learning about ACES and trauma-informed care. While not a day-to-day necessity for this position, the person in this position would be welcome to participate.

**Minimum Qualifications:**

- Passion for the mission of Big Brothers Big Sisters of East Tennessee
- Belief that all youth have potential
- Effective communication and writing skills
- Proficient at volunteer coordination
- Sense of humor
- Bachelor's degree preferred
- Proficiency with Microsoft Office
- Ability to work with diverse population

**Member Benefits Include:**

- A modest living allowance of \$12,277.72, or, \$472.22 bi-weekly (pre-tax), paid over 52 weeks
- Choice of an Education Award of \$6,095, that can be applied to student loans and/or future education expenses, or an End-of-Service Cash Stipend of \$1,800
- A one year End-of-Service Non-Competitive Eligibility for employment in the federal government.
- Healthcare benefits
- 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 are available to provide assistance with determining eligibility
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a shared house/apartment scenario
- Professional development and networking opportunities
- Click [HERE](#) to see full list of AmeriCorps VISTA benefits

**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.

