



CAC AmeriCorps

Position Description

Program Development Associate



Dates of Service: December 2nd, 2019 – December 1st, 2020

Partner: Blossom Center for Childhood Excellence

Location of Service: 280 ROYCE CIRCLE, OAK RIDGE, TN 37830

Supervisor: Creed Mushimbo, Executive 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.

About Blossom Center for Childhood Excellence: <http://blossom24-7.org/>

The Blossom Center for Childhood Excellence takes the label "childcare center" to its highest potential, providing educational and childhood development programs for children aged one through twelve years. Unlike other childcare services, Blossom Center's program is academically orientated. It bridges the gap between home and school so educational outcomes are enhanced. They are also unique in that their hours are extended (licensed to operate 20 hours a day, all seven days of the week). Blossom Center has an active and expanding garden from which food is harvested and prepared in the center's kitchen and fed to children. The Center is located in Oak Ridge, a major research center about 40 minutes from Knoxville.

Position Summary:

The VISTA member's activities will increase the organization's capacity to respond to growing childcare needs of low-income families in the city of Oak Ridge, Anderson County, TN; as well as provide informative programming to address growing food insecurity issues. These activities will include: (a) collaborative grant writing with Executive Director; (b) developing a volunteer outreach program; (c) increase community and parental engagement; (d) mobilizing resources to promote program growth and stability, especially in the development of food security and community gardening programming; and (e) establishing a donor database and outreach program.

This position will provide the member with an opportunity to develop and execute procedures for public outreach and communication, increase aptitude in strategic planning and steps for implementation, and gain experience in fundraising.

Minimum Qualifications:

Education

- University Degree, preferably in the humanities or social sciences

Position Requirements:

- Proficiency with Microsoft Office products / Ability to work with diverse populations

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.



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