



# CAC AmeriCorps

*Position Description*

## Services Project Coordinator



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

**Partner:** CAC Housing and Energy Services

**Location of Service:** 2247 Western Ave., Knoxville, TN 37921

**Supervisor:** Jo Madding, Supervisor

### **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 CAC Housing and Energy Services:** <http://www.cachousing.org/>

For applicants that meet income and other eligibility requirements, CAC Housing and Energy Services provides for emergency home repair, rehabilitation, and weatherization assistance. The EMERGENCY HOME REPAIR PROGRAM is a county-wide program that provides emergency home repairs to owner-occupied homes. The REHABILITATION PROGRAM is a program for County owner-occupied homes which provides actions immediately necessary to safeguard against imminent danger to human life, health or safety, or to protect property from further structural damage (such as when a property has been damaged by a natural disaster, fire, or structural collapse). The WEATHERIZATION ASSISTANCE PROGRAM aims at securing long term savings for low-income homeowners and renters by weatherizing their homes to reduce energy consumption, and thereby, reducing their utility bills.

### **Position Summary:**

The CAC AmeriCorps member serving as Services Project Coordinator VISTA with CAC Housing and Energy Services will 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 Member will develop systems to 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. Additional functions are to include evaluating the current weatherization programs to assess their effectiveness, developing systems to identify and recruit eligible participants, developing the educational material in a way that is

easily accessible to weatherization participants and the general public, developing protocols to update the department databases to show which individuals are eligible for the weatherization program, and researching grant and funding opportunities to sustain projects in the future.

This position will provide the member with an opportunity to learn about home rehabilitation and weatherization practices and protocols; engage in data acquisition and management; increase aptitude in strategic planning and steps for implementation; develop and execute procedures for public outreach and communication; and create program to better revitalize healthy homes.

**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.

