



CAC AmeriCorps

Position Description

Community Specialist



Dates of Service: August 5th, 2019 – August 4th, 2020

Partner: City of Knoxville Office of Neighborhoods

http://knoxvilletn.gov/government/city_departments_offices/neighborhoods

Location of Service: 400 Main St., Room 528, Knoxville, TN 37902

Supervisor: Eden Slater, Assistant Neighborhood Coordinator

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 Office of Neighborhoods:

The Office of Neighborhoods' mission is to improve communication and foster accountability between and among neighborhoods and city departments; ensure timely and well-coordinated inter-departmental responses to neighborhood needs; and collaborate with neighborhoods to identify, understand, and address issues of shared concern.

The Office of Neighborhoods works with established neighborhood groups and with new or emerging organizations to help strengthen and improve Knoxville's neighborhoods. They help neighborhoods engage in citizen-led improvement initiatives based on assets and needs identified by the residents in each neighborhood. They also provide neighborhood groups with leadership training and other organizing tools to be more effective builders of livable communities.

Position Summary:

Experience has proven that developing resident leadership in economically disadvantaged neighborhoods is especially challenging. Knoxville has several economically disadvantaged neighborhoods that have limited or no resident-led, resident-controlled neighborhood organization, i.e. no common voice. The objective of this assignment is for the VISTA member to increase the capacity of these neighborhood groups, forming or established, to better serve their communities; and help those without a neighborhood group come together to form that common voice.

The VISTA member's primary responsibilities will be to collaborate with economically disadvantaged neighborhoods in an effort to: develop and identify resources that increase the capacity of the neighborhood group, cultivate the skills of emerging leaders from disadvantaged neighborhoods, and increase Office of Neighborhood's capacity to provide support services for these neighborhoods. Capacity building duties for the

host site include, but are not limited to, developing a holistic organizational assessment that identifies areas of strength and growth for the agency.

This position will provide the member with the opportunity to develop and execute procedures for public outreach and communication, increase aptitude in strategic planning, and gain experience in community organization and advocacy.

Minimum Qualifications:

Position Requirements:

- High School Diploma or GED
- Proficiency with Microsoft Office products
- Excellent public speaking abilities
- Ability to work with diverse populations
- Ability to work nights and some weekends
- Has reliable transportation

Preferences:

- Experience with advocacy
- Current Knoxville resident
- Knowledge of local government
- Interest in Community Organizing

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.

