



CAC AmeriCorps

Position Description

Outreach Coordinator



- Dates of Service:** August 5th, 2019 – August 4th, 2020
- Partner:** UT FUTURE Postsecondary Education Program
- Location of Service:** 430 Claxton Complex, 1122 Volunteer Boulevard, Knoxville, TN 37996-3452
- Supervisor:** Dr. Emma Burgin, Program 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 UT FUTURE: <https://futureut.utk.edu/>

Housed in the College of Education, Health, and Human Services at the University of Tennessee Knoxville, FUTURE is a comprehensive program that helps young adults with Intellectual and Developmental Disabilities (IDD) make a successful transition from high school to adult life. Students in the program attend specially designed FUTURE classes, audit undergraduate courses, and complete an internship on or off campus. Career and clinical counseling is available to help develop academic, vocational, social, and decision-making skills, and students receive a vocational certificate upon successful completion of the program. The program is a leader in the movement to start and grow inclusive postsecondary academic programs in colleges and universities across the United States, providing growth in not only vocational skills, but academic, social, emotional/behavioral, and independent-living skills as well.

Position Summary:

The assignment of the CAC AmeriCorps member serving with UT FUTURE will be to improve the quality of educational services provided by the FUTURE program by developing wider reaching and effective outreach and recruitment efforts. This is to be accomplished by expanding awareness of the FUTURE program on campus as well as for families in Knox County and surrounding areas, review the current social media (e.g., Facebook, Twitter, Instagram, etc.) and recruitment materials and implement strategies for improvement, collaborating with the program leadership and established volunteers to revise existing materials and develop new training materials, activities and supports, reviewing the current status of FUTURE student recruitment efforts and implement strategies for improvement, and assessing Outcomes and Prepare for Next Steps.

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 developing pedagogical and curriculum assessment measures.

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.

