



CAC AmeriCorps

Position Description

VISTA Leader



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

Partner: CAC AmeriCorps

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

Supervisor: Ariel Allen, Assistant Program Director

About CAC AmeriCorps: <https://cacamericorps.org/>

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.

Position Summary:

The VISTA Leader's role will be to guide the CAC AmeriCorps office's initiative to facilitate the service of a 20-person AmeriCorps VISTA program engaged in eliminating barriers to employment and enhancing access to quality food systems. He or she will support VISTA team members in their respective assignments, including responding to all queries related to site duties; the national, state, and CAC AmeriCorps systems and their requirements and benefits; and career development and networking opportunities in the area. Additionally, he or she will direct members on satisfactorily completing required monthly Performance Logs and Bi-Annual Progress Reports; will collect data from derived reports and will enter into a spreadsheet for performance tracking and into a report to be presented to the Assistant Program Director. The VISTA Leader will support VISTA Members in clarifying problems and creating their own solutions; conduct no fewer than 2 site visits per member to establish personal short and long-term goals for the year and provide guidance and support to assure strong outcomes; and support the coordination of numerous events, including September 11th National Day of Remembrance, Rev. Martin Luther King Jr. National Day of Service, Mayor and County Recognition Day for National Service, River Rescue, and Earth Fest. The VISTA Leader will develop and contribute social media content to CAC AmeriCorps social media outlets and facilitate the development and collection of Impact Narratives to be featured in blog posts and shared with VISTA. He or she will support recruitment and selection of high quality VISTA Members by reviewing VISTA Assignment Descriptions (VADs) for clarity, accuracy, and consistency and suggesting improvements; recruiting through the promotion of position announcements; and pre-screening applicants, setting up and conducting interviews, and assisting in finding the right Partner Organization and VISTA Member match. The leader will support the CAC AmeriCorps Advisory Board Member, and, in consultation with the Assistant Program Director, establish

one or more initiatives that will strengthen the operations of CAC AmeriCorps and will enhance the experience of the VISTA Members.

This position will provide the person with an opportunity to increase aptitude in strategic planning and steps for implementation, develop leadership skills, practice data capture and management, and participate in organizational management.

Minimum Qualifications:

- At least one year of previous AmeriCorps service
- University Degree
- Honed oratory skills
- Proficiency with Microsoft Office products
- Ability to work with diverse populations

Member Benefits Include:

- A modest living allowance of \$14,672.84, 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 \$3,000
- An In-Term Education Allowance of \$750 for professional development
- 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.

