



CAC AmeriCorps

Position Description

Senior Nutrition Associate



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

Partner: CAC Mobile Meals & Senior Nutrition Program

Location of Service: 1747 Reynolds St., Knoxville, TN 37921

Supervisor: Judith Pelot, 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 CAC Mobile Meals: <http://www.knoxseniors.org/mobile/>

In partnership with CAC Office on Aging, the CAC Mobile Meals Kitchen provides home-delivered meals to help the very old and frail continue to live independently in their own homes. Until several years ago, the Mobile Meals program was only able to serve those in the direst need. In fact, by the time the program could serve them, many of the seniors were so frail that they soon had to be hospitalized or go into a nursing home. Thanks to community support, the program is now trying to reach older adults before they get into a medical crisis, allowing them to remain independent in their own homes longer. Knoxville-Knox County Mobile Meals is one of the few Meals on Wheels programs in Tennessee without a waiting list.

Position Summary:

The VISTA member will provide support, information and process improvement to all nutrition related activities through the Office on Aging/Senior Nutrition programs and the Mobile Meals Kitchen. Responsibilities are to include the research and development of crop planting, menu, and production plan to utilize donated and farm food resources to decrease food costs and maximize quality and variety of food sources and 2) the research and preparation of educational tools to be utilized by the Senior Nutrition Program to provide meaningful and relevant information to the community.

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
- Strong skills in data collection and management
- 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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