



CAC AmeriCorps

Position Description



**EAST TENNESSEE
PERMACULTURE
RESEARCH
INSTITUTE**

Program Development Associate

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

Partner: East Tennessee Permaculture Research Institute

Location of Service: 201 Ogle Ave. Knoxville TN 37921

Supervisor: Ann Harvey, Board Member

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 East Tennessee Permaculture Research Institute (ETPRI): <https://etpri.org/>

Following successful careers in software development and then solar energy installation (Sustainable Future), ETPRI founder and Board Chair David Bolt's interests began to focus on the field of permaculture design. After much reading on the topic, he participated in Geoff Lawton's on-line Permaculture Design Course and later, spent six weeks working at Lawton's permaculture site in Jordan. Along the way he created a plan to turn Sustainable Future's building and property into a Permaculture Research Institute that would become part of a growing international network. Since 2015 ETPRI has been developing a permaculture demonstration site and learning garden; offering workshops on living sustainably and self-sufficiently; and empowering individuals and communities to improve health and resilience by fostering a co-operative, self-reliant learning community using permaculture principles.

Position Summary:

The role of the VISTA member at ETPRI will be to augment and broaden ETPRI's community development programs, specifically those that address poverty and food insecurity alleviation; to inform the general public of to ETPRI's activities through social media; to increase the effectiveness and range of ETPRI's endeavors through cultivating partnerships with organizations of compatible missions and visions; recruit and manager volunteers for workshop instructions and garden development and maintenance; and to search for and secure funding to support ETPRI's programs and operations.

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:

Passion for sustainability and conservation of natural resources
Effective communication and writing skills
Proficient at volunteer coordination
Organized
Articulate
Flexible / able to accept change
Receptive to feedback
Motivated / self-starter
Proficiency with Microsoft Office
Ability to work with diverse population
Bachelor's degree preferred

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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