



# CAC AmeriCorps

*Position Description*

## Resource Coordinator



**Dates of Service:** August 5<sup>th</sup>, 2019 – August 4<sup>th</sup>, 2020

**Partner:** Love Kitchen

**Location of Service:** 2418 Martin Luther King Jr. Boulevard, Knoxville, TN 37915

**Supervisor:** Patrick Riggins, 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 The Love Kitchen:** <https://www.thelovekitchen.org/>

Situated in the "Five Corners" neighborhood of Knoxville, Tennessee, the Love Kitchen was founded in 1984 by twin sisters Helen Ashe and Ellen Turner who had very giving hearts and were very well loved for their generosity of time and dedication. The staff (all unpaid) and volunteers are a special group and the activities and setting provide an opportunity for real bonding.

Helen and Ellen have passed on, but their mission that no one should ever be hungry is still being fulfilled. The Love Kitchen provides meals, clothing, and emergency food packages to homebound, homeless, and unemployed persons. Their ultimate goal is to provide nourishment for anyone who is hungry and to establish a community center to serve as a safe haven supporting area children and their families.

### **Position Summary:**

The VISTA member will assist in helping qualify individuals seeking the services of the organization along with the subsequent follow-up in surveying and tracking recipients and assisting the office staff in various related duties.

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, gain skills in fundraising, and gain experience in community organization and advocacy.

**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
- Excellent public speaking abilities
- Ability to work with diverse populations
- A pleasant, outgoing personality and a love of working with other positive people in a team-building atmosphere

**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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