



CAC AmeriCorps

Position Description

Resource Coordinator



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

Partner: Next Step Initiative

Location of Service: 201 Ogle Ave., Knoxville TN 37920

Supervisor: Rebecca Parr, 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 Next Step Initiative: <https://www.facebook.com/NextStepInitiativeTennessee/>

Next Step Initiative is a volunteer organization that works to benefit people's lives who suffer from opioid addiction. The Trenches to Treatment program gets people into recovery for addiction, and also increases harm reduction through Narcan training and distribution. Our Hope, Hearts, and the Arts programming strives to improve client quality of life through mindfulness training, hands on art experiences, and connection.

Position Summary:

Through metrics system development, data base expansion, and fundraising, Next Step Initiative can increase the capacity to fulfill its mission of improving lives of the marginalized and those who suffer from addiction. With greater access to resources, and increased public awareness, Next Step Initiative can continue to do the work and better serve its clients and community. The assignment of the VISTA Member will be to establish and build a metrics system for capturing data, create tools that best serve client confidentiality and capturing relevant data, inventory and utilize a system for the information gathered from created tools, adapt tools as needed to capture data regarding the client and/or other measurements, establish database and capture collaborative and supportive contacts. Determine best use of captured data, establish and organize fundraising practice(s) and/or event(s) to increase capacity of the organization.

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

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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