



## CAC AmeriCorps

*Position Description*

### Resource Coordinator



**Dates of Service:** August 5<sup>th</sup>, 2019 – August 4<sup>th</sup>, 2020 (Earlier Start Dates Available)

**Partner:** Susannah's House

**Location of Service:** 923 Dameron Ave NW, Knoxville, TN 37921

**Supervisor:** Rebekah Fetzer, 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 Susannah's House:** <http://www.susannahshouse.org/>

Susannah's House is a faith-based ministry started by Cokesbury United Methodist Church in 2013 and is now operating as a community supported independent, not-for-profit organization. The House offers an intensive outpatient alcohol and drug treatment program for mothers in recovery, and it serves the spiritual, physical, and emotional needs of mothers and their children. They provide a nurturing and therapeutic environment for individuals and families to achieve sobriety, enhance mother and child relationships, and build better life skills while promoting spiritual growth. They believe destructive cycles can be broken and want to serve women who have the desire and commitment to change.

#### **Position Summary:**

Through fundraising and resource development, the VISTA's role will increase programmatic functions and abilities, thus providing more resources for the organization to reach and serve current and future clients facing the addiction to opioids and other substances. Services offered will help create opportunities for a safer and economically stable environment for clients, increasing their ability to rise above poverty. Additional functions are to include researching and improving the information technology resources of Susannah's House to ensure effective and efficient operations and programming, organizing and utilizing best practices for donor management and fundraising to ensure sustainability of current programs at Susannah's house, and increasing visibility in the community by assisting with outreach and media campaigns and supporting local partnerships.

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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