



CAC AmeriCorps

Position Description

Office of Sustainability Project Coordinator



Dates of Service: August 6th, 2018 – June 28th, 2019

Partner: City of Knoxville, Office of Sustainability

Location of Service: Knoxville City County Building
400 Main St SW, Knoxville, TN, 37902

Supervisor: Brian Blackmon, Project Manager

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.

Position Summary:

Working within the Office of Sustainability, the selected AmeriCorps member will have the opportunity to learn about city government and the sustainability field. The selected member will work with the OS staff and interns on a variety of projects, but specifically will work on projects related community engagement, energy efficiency education, and green living. The member will develop valuable skills working with other governmental departments, community groups, and datasets by assisting the Office of Sustainability on their work plan implementation. The member must love working with complex datasets. The member must be able to follow instructions and complete assigned tasks. Once the member is thoroughly familiar with the task at hand, they must be able to take the initiative to figure out what needs to be done and do it. The member must be able to write in a clear, concise style and to edit for syntax, grammar and spelling, as well as, speak in public and to field questions about the details of a program or project.

This position will provide the member with an opportunity to become very familiar with communicating on a person-to-person basis to build relationships and interact appropriately with city staff, citizens, nonprofit partners, and other constituencies. The member will also develop skills with complex databases.

Attachment E

Minimum Qualifications:

Education

-Preference will be given to graduates who have obtained a 4-year degree from an accredited college or university.

Position Requirements:

- Most work will be indoors in city offices, but local travel will be needed to meet with neighborhood groups and others.
- The selected member may be required to perform additional position duties by the supervisor.
- The selected member is expected to show up for work on time each day in attire appropriate for an office setting.
 - Business attire may be required on special occasions.
 - The primary challenge of this position has to do with the mental challenge of a busy schedule, deadlines, being organized, creating or maintaining important city programs, and working with other individuals.
 - Proficiency in MS Office (Excel, Word, PowerPoint); Applicants with experience in MS Access are preferred.
 - Very good math skills.
 - Proficiency in Internet research and utilization of social media.
 - Valid Driver's License with good driving record.
 - Push/pull 25lbs. Manual labor is not a primary function of this position; however, the selected member may be asked to take OS materials to a meeting.

Member Benefits Include:

- A modest living allowance of \$12,530, or, \$533.19 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$5,920 that can be applied to student loans and/or future education expenses.
- Health insurance is available for members who are not already covered independently or by a parent.
- Worker's Compensation
- 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 available to provide assistance with determining eligibility.
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.

Equity and Inclusion:

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that members are treated equally without regard to race, color, national origin, sex, age, disability, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and members. Applicants with disabilities may request reasonable accommodation at any point in the member selection process.

