



CAC AmeriCorps

Position Description

Program Development Associate



EAST TENNESSEE
PERMACULTURE
RESEARCH
INSTITUTE

Dates of Service: August 5th, 2019 – June 26th, 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 primary role of the AmeriCorps member serving at ETPRI will be to develop programming and increase community involvement that furthers the mission of ETPRI. This may include developing sustainability themed workshops, building relationships with like-minded community organizations and stakeholders, developing and improving social media and website presence, recruiting and managing volunteers in the garden, planning community fundraising events for ETPRI, and other tasks as needed.

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 experience in programming and event planning, as well as become intimately familiar with permaculture principles and how they apply to the broader Knoxville community.

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 \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks
- Education Award of \$6,095 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 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.



Attachment E