



CAC AmeriCorps

Position Description

Outreach Coordinator



Dates of Service: August 5th, 2019 – June 26th, 2020

Partner: Keep Knoxville Beautiful

Location of Service: Keep Knoxville Beautiful
2743 B Wimpole Avenue, Knoxville, TN, 37914

Supervisor: 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.

Position Summary:

The CAC AmeriCorps member serving with Keep Knoxville Beautiful will act as the liaison between KKB and Knox County communities, businesses, and organization. The primary goal of the Outreach Coordinator (OC) is to connect Knox County residents to KKB's resources. The OC will work with neighborhood organizations, civic clubs, government agencies, the media, and the business community to promote litter prevention, waste reduction, and community beautification. Throughout the service year, the OC will work to educate and engage Knox County's adult populations through the management and promotion of several KKB programs and events. The OC will be the main coordinator for the City of Knoxville and Knox County Adopt-A-Road programs, KKB's Graffiti-Abatement program, and the Community-Wide Cleanups program. The OC will also work to implement a corporate and small businesses recycling program within Knox County. In addition to program management, the OC will also work to promote KKB resources, litter prevention, waste reduction, and beautification through presentations, attending volunteer fairs and community events, developing blog content, annual event special events planning, mural development, and grant writing.

This opportunity will provide the member with an opportunity to become very familiar with nonprofit management and administration. The OC will gain useful skills in program management, volunteer management, grant management, and public relations. The member that serves with KKB will have the unique opportunity to work in environmental sustainability through community involvement.

Minimum Qualifications:

Education

- Bachelors Degree

Position Requirements:

- Proficiency in Microsoft Office
- Strong writing skills
- Ability to work well with or without supervision while maintaining project deadlines
- Flexible schedule and prioritize KKB needs
- Must be willing to work some evenings and weekends
- Must be able to lift 50 lbs.
- Must be comfortable getting dirty scouting in brushy areas and creeks
- Ability to speak in public and relay information to individuals or groups
- Ability to remain courteous and amicable while engaging with members of the public
- Valid Driver's License and reliable transportation
- Flexibility for weekend and evening work

Preferred Qualifications:

- A background or experience with a nonprofit organization, either as a volunteer or a staff person
- Working knowledge of recycling policies in Knoxville and of waste reduction strategies
- Experience developing programs
- Graphic design and the ability to make promotional material
- Experience with photography
- Interest in and knowledge of litter prevention, waste reduction, and beautification as community improvement mechanisms.
- Interest in and knowledge of sustainability and living more environmentally friendly

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

Attachment E

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.

