



CAC AmeriCorps

Position Description

Soil Conservation Steward



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

Partner: Knox County Soil Conservation District

Location of Service: 4730 New Harvest Lane, Suite 200
Knoxville, TN 37918

Supervisor: Cynthia Foster

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 Knox SCD:

The Knox SCD in partnership with NRCS provides technical and financial assistance to agricultural and non-industrial forest landowners through voluntary programs to install Agricultural Best Management Practices (Ag BMPs).

Position Summary:

The primary duty of the Knox SCD AmeriCorps Member will be to provide outstanding service in carrying out its mission to promote and install Ag BMPs, while exercising professionalism, enthusiasm, and creativity in the workplace. The AmeriCorps member will gain experience in working with conservation planning, agricultural conservation, GPS & GIS technology, project design and monitoring, and public education outreach.

List of duties/job functions may include but are not limited to:

- Work in the office and the field assisting staff in providing conservation technical assistance
- Assist in designing, installing, inspecting, and reporting on Ag BMPs
- Assist in the coordination and implementation of the Knox SCD's education outreach projects which include but are not limited to watershed initiatives, training/workshops, farm tours, field days, annual banquets and community events

Attachment E

- Create maps with GIS software including ArcMap and KGIS
- Assist with project documentation and data entry
- Assist with surveying streambanks including using measurement tools such as laser levels, survey rods and tape measures
- General office functions including scheduling, preparing Board meeting documents, managing customer folders and preparing for events.
- Assist in the management of the Facebook page, website, and newsletter

Minimum Qualifications:

- Strong Microsoft Office knowledge, primarily Microsoft Word, Excel, and PowerPoint
- Willingness and ability to work outdoors for extended periods of time while collecting graphical data, in both fair and inclement weather
- Knowledge of general natural sciences and ability to learn basic principles
- Flexibility in the workplace and willingness to take on a range of tasks
- Ability and/or willingness to learn to use technical tools e.g. survey equipment, GPS equipment, GIS software
- Detail-oriented with the ability to collect, document, and maintain recorded information
- Ability to successfully complete projects within a team and individually
- Ability to effectively communicate and coordinate with others, both verbally and written
- Ability to take direction while also showing initiative in daily tasks
- Creative, independent, personable, motivated, dependable, and professional
- A valid driver's license and reliable transportation to and from the office
- Bachelor's Degree, preferably in areas of study related to agriculture, environmental conservation, natural resource management, engineering, landscape architecture, or sciences

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.

Attachment E

- 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.

