



CAC AmeriCorps

Position Description

Marketing and Events Coordinator



Dates of Service: January 6th, 2020 – January 5th, 2021

Partner: Wesley House

Location of Service: 1719 Reynolds Street, Knoxville, TN 37921

Supervisor: Kristy DuBose, Director of Development

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 Wesley House.: <https://www.wesleyhouse.com/>

Since 1907, Wesley House has been offering programs to help meet the needs of at-risk children, youth, and senior citizens of inner-city Knoxville. 109 years. That's a long time Wesley House has been serving its community. They've been many things to many people since 1907, but they have always focused on helping those who are underprivileged and need their love, faith, and help the most. Wesley House currently serves over 100 children in after-school and summer programs that focus on academic support and excellence. They also serve 25 senior citizens in a weekly program focused on fellowship and wellness checks.

Position Summary:

The VISTA Member will help Wesley House Community increase its marketing and development efforts to continue to support our programming. The objective of this position is to increase the number of volunteers, constituents, donors, and supporters of Wesley House to help raise awareness of the services provided in our community. This will be done through a) volunteer outreach, b) mobilizing fundraising events, c) building a consistent marketing plan for social media and other media outlets, and d) implementing a consistent communication plan for new and existing donors.

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 program development.

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
- Excellent public speaking abilities
- Ability to work with diverse populations

Member Benefits Include:

- A modest living allowance of \$12,456, or, \$479.08 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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