



## CAC AmeriCorps

*Position Description*

Mentor Recruitment and  
Engagement Coordinator



**Dates of Service:** August 2<sup>nd</sup>, 2021 – August 1<sup>st</sup>, 2022

**Partner:** Big Brothers Big Sisters of East Tennessee

**Location of Service:** 318 N. Gay Street #100  
Knoxville, TN 37917

**Supervisor:** Recruitment and Development 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:**

The Mentor Recruitment and Engagement Coordinator will serve alongside the Big Brothers Big Sisters of East Tennessee team—named National Agency of the Year in June 2020—a passionate group of individuals dedicated to helping East Tennessee youth achieve their biggest possible futures. Reporting to the Recruitment and Development Manager, this position will develop and foster relationships with local businesses and volunteer groups to engage and recruit mentors to serve vulnerable youth. In addition, this position will assist with securing mentors to become financial supporters through fundraising campaigns (primarily monthly giving), events, and affinity groups.

The incumbent will collaborate with a variety of passionate agency teammates to develop and implement effective mentor recruitment and engagement strategies while building local, regional, and national networks. The Mentor Recruitment and Engagement Manager will regularly set goals and track progress to goals; utilize Customer Relationship Management (CRM) software; collaborate on wraparound services for mentors, mentees, and families; and gain a deep understanding of BBBSA's nationally recognized mentoring practices.

**Minimum Qualifications:**

## Education

- Bachelor's Degree

## Position Requirements:

- None

**Member Benefits Include:**

- A modest living allowance of \$13,876.38, or, \$513.94 bi-weekly (pre-tax), paid over 52 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- Health insurance premium subsidy paid by program for members who are covered by a Bronze, Silver, or Gold plan in the health insurance marketplace (healthcare.gov) and are not already covered by a parent, spouse, Medicaid, Medicare, or Military healthcare benefits.
- Health insurance allowance plan that reimburses for out-of-pocket expenses for those already covered by a health insurance plan.
- Access to TeleDoc, a virtual healthcare resource.
- Relocation (50+ miles) and Close-of-Service travel allowance of up to \$1,000
- Settling-In Allowance of up to \$750 (must be requested).
- Non-Competitive Eligibility status for federal hiring up to 1 year after completion of your term.
- 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.
- Professional development and networking opportunities.
- 20% discount in tuition for Carson Newman's online MBA in Nonprofit Leadership program.

**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.