KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE (CAC)

JOB TITLE: ACS Administrative Specialist

JOB POSTING: 10/26/2026

JOB TYPE: Fulltime
SKILL LEVEL: 7

POSITION SUMMARY: An employee in this classification is under general supervision and reports to the AmeriCorps Seniors Manager. Responsibilities include maintaining records and producing reports, such as payroll and volunteer reimbursements, assisting AmeriCorps Seniors Manager with managing database, mailing meeting notices, and helping collect and organize program performance measures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintain database and other records, including those required for payroll, reimbursement of Senior Companions and Foster Grandparents' meals, travel, and documentation of in-kind services.
- Assist AmeriCorps Seniors Manager and Coordinators in support of SCP, FGP, and RSVP Advisory Council meetings, including maintaining records, preparing agenda, and mailing meeting notices.
- Assist AmeriCorps Seniors Manager and Coordinators in orientation and training of new volunteers, as well as monthly in-service training.
- Assist AmeriCorps Seniors Manager in meeting CAC National Service Background Check Requirements.
- Update volunteer files annually both paper and Vol Reporter Software to meet AmeriCorps guidelines.
- Assist AmeriCorps Seniors Manager in collecting program performance measures.
- Assist AmeriCorps Seniors Manager in promoting community support for the program.
- Assist AmeriCorps Seniors Manager in preparation of grant proposals.
- Assist AmeriCorps Seniors Manager in volunteer recognition, national days of service, and fundraising activities.
- Assist AmeriCorps Seniors Manager and Coordinators in collection of performance measure data.
- Assign tasks to office volunteers.

- Perform related duties as required.

Knowledge and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Must be mature and able to demonstrate good judgment.
- Must be able to relate to and communicate with older clients as well as volunteers and staff of service-providing programs.
- Must be able to write legibly and complete forms accurately.
- Must have computer skills in word processing, spreadsheet and database.
- Must be accurate and attentive to detail.
- Ability to communicate effectively, both orally and in writing.
- Ability to carry out instructions furnished in written, oral, schedule or diagram form.
- Ability to obtain facts by personal contact, observation, and the examination of records.
- Ability to perform basic mathematical computations.
- Ability to use computers to access databases and record activities.
- Good physical condition and the ability to lift and carry items weighing approximately 15 pounds.
- Ability to produce accurate reports and correspondence.
- Must be flexible and willing to work varied schedule if necessary.
- Must have a valid Tennessee driver's license and a reliable automobile available for occasional use, mileage reimbursed.

PREFERRED QUALIFICATIONS: Bachelor's degree in business, social work, or other related fields, or an equivalent combination of education and experience. Two or more years of related work experience is desirable. Experience in working with older people is desirable. Knowledge of Knox County and its geographic environs is desirable. Knowledge of community resources is desirable. Experience in working with volunteers is desirable. Experience in writing reports is desirable.

COMPENSATION AND BENEFITS:

CAC offers an excellent benefits package including:

- **Employer-paid health insurance**
- **Life insurance**
- **Pension plan contributions**
- **Co-pay dental insurance**
- **Paid vacation, sick leave, and generous holidays**

SKILL LEVEL: 7, Starting at $**17.99** hour/ $35,080.50 annually

To Apply: cachr@knoxcac.org

Please let us know that you found us through the Nonprofit Job Board when you reach out!