



## CAC AmeriCorps

*Position Description*

### Program Development Specialist



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

- Dates of Service:** August 3rd, 2020 – June 25th, 2021
- Partner:** The University of Tennessee, Office of Sustainability
- Location of Service:** UT Facilities Services  
2040 Sutherland Avenue, Knoxville, TN, 37921
- Supervisor:** Jay Price, Sustainability 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.

#### **Site Summary:**

The UT Office of Sustainability is committed to promoting the responsible consumption of human, economic, and environmental resources on the University of Tennessee, Knoxville campus. We use holistic data collection and analysis to inform sustainability initiatives and develop collaborations with campus and community partners to reduce the environmental impacts of the University's operations, all while engaging the campus community in what it means to Make Orange Green.

#### **Position Summary:**

The AmeriCorps member serving as the Office of Sustainability's Program Development Specialist will work to research and develop new programming and initiatives to make the University of Tennessee, Knoxville campus more sustainable. The member in this position will analyze previous STARS data reports to identify gaps in our programming, research best practices from peer institutions, and make recommendations to the Sustainability Manager based on these findings. This person will utilize existing campus partnerships, as well as create new ones, to develop these recommendations and determine their feasibility. The first half of the term will be research heavy, with the ultimate goal of choosing, with

the help of the Sustainability Manager, new programs to design and begin implementation in the second half of the term. The Program Development Specialist will also take over management of existing projects such as the Zero Waste Commitment, the Green Office Program, Green Events Certification, etc.

Other duties will involve serving as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend, working as a Zero Waste Gameday team member, and assisting other team members in planning and hosting events on an as needed basis.

### **Minimum Qualifications:**

#### Education:

- Bachelor's degree in communications or environmental field strongly preferred.

#### Position Requirements:

- Independent self-starter
- Solid organization, leadership, and communication skills
- Ability to work independently and collaboratively on a wide range of tasks
- Ability to effectively convey the Office of Sustainability message through written and verbal communication
- Ability to interact with campus partners in a professional, customer service-oriented manner
- Knowledge of sustainability efforts within higher education or community organizations or experience working with a college or university sustainability office
- Research experience and a curiosity to learn about purchasing, construction & demolition waste management, water conservation practices, etc.
- Capable of working with people from diverse backgrounds
- Commitment to honesty, excellence, and professionalism
- Ability to motivate others to change habits and behaviors
- Strong commitment to sustainability, resource conservation, and waste reduction
- Ability to work long hours while standing or walking in moderately strenuous working conditions (rain, heat, sun, cold, etc.)
- Valid driver's license

### **Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,195 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through healthcare.gov
- 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 in a share house/apartment scenario.
- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

**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.



SIGNATURE:

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DATE:

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