



CAC AmeriCorps

Position Description

Zero Waste Coordinator



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 Zero Waste Coordinator will work to further the Office of Sustainability's mission to become a zero waste institution. Under the direction of the Sustainability Manager, the AmeriCorps member will coordinate the Office of Sustainability's waste reduction and composting efforts through involvement with a variety of programs and initiatives, namely overseeing the implementation of the My Tiny Trash program and completing campus-wide bin and signage standardization. They will be a first-line supervisor of student workers helping to implement these programs. The member will also take over management of a long-term project to conduct

in-depth, building-by-building waste audits. In coordination with the Sustainability Manager, the Zero Waste Coordinator will use the information learned in these waste audits to strategize and implement new diversion strategies unique to the needs of specific buildings and campus departments.

The member will provide education to the campus population on proper composting and recycling practices, especially through working with event planners and catering on Zero Waste events, troubleshooting problems with composting in dining and academic facilities, and expanding composting to new locations. The member will also occasionally be expected to serve as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend, provide outreach and training to campus and community groups in waste reduction, and act as a Zero Waste Gameday team member.

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 task
- Ability to effectively convey the Office of Sustainability message through written and verbal communication
- Comfortable creating and giving presentations to small and large (30+) groups
- Ability to interact with campus partners in a professional, customer service-oriented manner
- Comfortable with hands-on work directly dealing with campus waste and recycling
- Ability to lift 30+ pounds
- 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
- Ability to drive large vehicles such as large pickup trucks (F-250) and dump truck

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:

DATE:
