

AMERICORPS SERVICE POSITION ANNOUNCEMENT

Last updated: 3/21/13

2016-17 **UT Knoxville Office of Sustainability**
Service Position Title: Outreach Coordinator
Immediate Supervisor: Sustainability Manager

Service Position Summary:

The University of Tennessee, Knoxville Office of Sustainability seeks a motivated AmeriCorps member to fill the role of Outreach Coordinator from August 2016 through June 2017. Under the direction of the Sustainability Manager, this full-time service position will coordinate sustainability education and outreach activities in residence halls and other campus facilities. In addition, the position will support ongoing efforts by the Facilities Services department to reduce the environmental impacts of campus operations while saving human, economic and natural resources.

Primary Functions of Position:

- Act as an Advisor for Eco-Vols, the UT Knoxville residence hall peer-to-peer sustainability education and outreach program, by leading training lessons and attending weekly meetings.
- Coordinate the Make Orange Green POWER Challenge, a friendly, month-long environmental competition among campus residence halls.
- Contribute writing and editorial support to the Make Orange Green blog on the website.
- Assist with storm water education programming for students.
- Promote campus sustainability events and initiatives via public presentations as well as printed and electronic promotions (posters, websites, social media, etc.).
- Prepare progress reports and “how-to” guides related to the Eco-Vols program, POWER Challenge and other Office of Sustainability initiatives.
- Assist with the planning, implementation and promotion of special environmentally-themed events, including but not limited to: UT football game day recycling, Sustainability Social, Campus Sustainability Day, the EPA Game Day Challenge, RecycleMania, and Earth Month.

Secondary Functions of Position:

- 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 resource conservation.
- Research strategies to reduce the environmental impacts of campus operations.

Principal Working Relationships:

- Sustainability Manager and other Facilities Services staff, including UT Recycling employees
- UT Knoxville faculty, staff and students
- Individual and groups of volunteers
- Visitors to campus
- Members of the general public

Required Knowledge, Skills and Abilities:

- Able to work independently and generate ideas for campus sustainability projects
- Capable of working with people from diverse backgrounds
- Solid organization and leadership skills
- Paid or unpaid experience with event planning

- Commitment to honesty, excellence and professionalism
- Comfortable making presentations to large groups (20 to 100+ people)
- Able to motivate others to change habits and behaviors
- Proficiency with Microsoft Office and Outlook software
- Strong interest in environmental education and resource conservation
- Must provide own transportation to and from campus

Desired Knowledge, Skills and Abilities:

- Excellent computer skills and some experience with graphic design and layout
- Experience with WordPress and social networking tools (Facebook and Twitter)
- Paid or unpaid experience with environmental education and/or resource conservation

Service Conditions:

AmeriCorps member will primarily work indoors in a temperature-controlled office environment. Occasional evening/weekend hours may be necessary. For special events, outdoor work and exposure to all weather conditions (sun, rain, heat, cold, etc.) will be required.

Physical Demands: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies; exposure to noise/vibration from office machines and passing vehicles and trains

Equipment/Tools/Software Used:

Computer:

- Documents, spreadsheets, presentations
- Publication design and editing
- Website content management
- Social networking tools

All of the above functions may be completed with or without accommodations.

This above description lists the minimum duty requirements.

Individuals may be required to perform additional position duties as requested by their supervisor.