

CAC Americorps Position
City of Knoxville's Solid Waste Office

Supervisor: Patience Melnik, Solid Waste Manager, City of Knoxville

The Solid Waste Office manages waste, recycling, brush, and household hazardous waste for the 180,000 residents who live in the City of Knoxville.

The City of Knoxville Solid Waste Americorps Member's goal is to decrease the quantity of materials sent to the local Class I landfill by increasing recycling, diversion, and leaf/brush/backyard composting.

Progress toward this important goal is made in numerous ways, including but not limited to:

- Working with the Solid Waste Office staff and the Communication Department Staff to prepare press releases, social media posts, blogs, letters to the editor, and other written outreach materials
- Improving the simplicity and clarity of recycling signage and messaging
- Coaching and supporting event planners who wish to host low-waste events
- Educating adults about waste-prevention, recycling, backyard composting, and household hazardous waste collection at various public events and neighborhood meetings
- Developing and distributing information about sustainable waste management in restaurants, food trucks, and other businesses
- Educating kids at schools/clubs/recreation centers with presentations and activities
- Creating and implementing additional projects as time allows

As the third member of a small team, the Americorps member also works closely with Solid Waste staff on day-to-day materials management. Like all Solid Waste staff members, this requires some administrative tasks, such as returning phone calls and emails from the public, and helping to manage departmental data. In addition to gaining extensive knowledge of the environmental ramifications of our

packaging and disposal choices, the Americorps member in this position learns about local government and develops transferrable professional skills.

Applicants should:

- Have a passion for waste-prevention, recycling, and the environment
- Enjoy interacting with kids and the public
- Enjoy working cooperatively on a team
- Be a self-starter who wants to create projects and implement new ideas
- Be able to write effectively
- Be punctual, reliable, organized, motivated, flexible, and able to prioritize
- Be available to work events during some weekends and evenings
- Be proficient in MS Office
- Have a driver's license
- Have a bachelor's degree (preferred)