



## CAC AmeriCorps

*Position Description*

### Outreach Coordinator



**Dates of Service:** August 5<sup>th</sup>, 2019 – June 26<sup>th</sup>, 2020

**Partner:** University of Tennessee, Sustainability

**Location of Service:** University of Tennessee Facilities Services  
2040 Sutherland Ave, Knoxville, TN, 37996

**Supervisor:** Preston Jacobsen, 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.

#### **Position Summary:**

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.

Throughout the year, the primary functions of the outreach coordinator will include acting 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, coordinating the Make Orange Green POWER Challenge (a friendly, month-long environmental competition among campus residence halls), contributing writing and editorial support to the Make Orange Green blog on the website, assisting with stormwater education programming for students, promoting campus sustainability events and initiatives via public presentations as well as printed and electronic promotions (posters, websites, social media, etc.), preparing progress reports and “how-to” guides related to the Eco-Vols program, POWER Challenge and other Office of Sustainability initiatives, and assisting 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. The member will also 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, and research strategies to reduce the environmental impacts of campus operations.

### **Minimum Qualifications:**

#### Position Requirements

- 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

#### Preferred Skills

- 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.

**Member Benefits Include:**

- A modest living allowance of \$12,530, or, \$533.19 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$5,920 that can be applied to student loans and/or future education expenses.
- Health insurance is available for members who are not already covered independently or by a parent.
- 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.

**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.

