



CAC AmeriCorps

Position Description

Outreach Coordinator



Dates of Service: August 5th, 2019 – June 26th, 2020

Partner: UT Recycling

Location of Service: UT Facilities Services
2040 Sutherland Avenue, Knoxville, TN, 37921

Supervisor: Jay Price, Recycling 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:

UT Recycling's Outreach Coordinator is responsible for connecting to campus community through social media, on-campus events, and volunteer recruitment. The main goal is to educate students, faculty, and staff about recycling and waste reduction. The Outreach Coordinator is involved in Zero Waste Game Days, advertising various UT Recycling programs, and planning and carrying out the residence hall recycling competition aligned with RecycleMania. When needed, the Outreach Coordinator will assist other UT Recycling AmeriCorps members in a diverse range of tasks, which can sometimes be physically demanding. The Outreach Coordinator will also identify and direct a small team of student workers who will help with social media, event planning, website updates, and general campus outreach.

Minimum Qualifications:

Education

- Preferred: College degree in environmental or communication fields.

Position Requirements:

- Ability to lift cardboard, bags of recyclables, electronics etc. (≥ 40 lbs)
- Ability to work in moderately strenuous working conditions (rain, heat, sun, cold, etc.)

- Possess a valid driver's license
- Drive large trucks
- Work 10+ hour days (mainly during football season)
- Basic knowledge of social media
- Basic knowledge of Microsoft programs
- Basic knowledge of Google Drive programs
- Working with groups of people and providing work assignments
- Passion for recycling/waste reduction

Member Benefits Include:

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,095 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.

