



CAC AmeriCorps

Position Description

Waste and Resources Management Coordinator



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

Partner: City of Knoxville, Waste and Resources Management

Location of Service: City County Building
400 Main St, Suite 505, Knoxville TN, 37902

Supervisor: Patience Melnik, Waste and Resources 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:

The Waste and Resources 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 Waste and Resources Management 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.

The member advances this important goal by educating the public in various ways, which may include:

- Recruiting and certifying restaurants for the ConServe Knoxville low-waste restaurant program
- Educating kids at schools/clubs/recreation centers about the importance of the three R's (Reduce, Reuse, Recycle) with presentations and activities
- Educating adults about waste-prevention, recycling, backyard composting, and household hazardous waste collection at various public events and neighborhood meetings
- Coaching and supporting event planners who wish to host low-waste events
- Improving the simplicity and clarity of recycling signage and messaging
- Working with the Waste and Resources staff and the Communication Department Staff to prepare press releases, social media posts, blogs, letters to the editor, and other written outreach materials
- Creating and implementing additional projects as time allows

As a member of a small team, the AmeriCorps member also works closely with Waste and Resources staff on day-to-day materials management. Like all Waste and Resources staff members, this requires tasks such as managing departmental data and quick trips to residences to troubleshoot. 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 the evolving waste industry, and develops transferrable professional skills.

Minimum Qualifications:

Education

- Bachelor's Degree (preferred)

Position Requirements:

- 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 Excel
- Have a driver's license

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.

