



## CAC AmeriCorps

*Position Description*

### Outreach Coordinator



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

- Dates of Service:** August 5th, 2019 – June 26th, 2020
- Partner:** The University of Tennessee, Office of Sustainability
- Location of Service:** UT Facilities Services  
2040 Sutherland Avenue, Knoxville, TN, 37921
- Supervisor:** Jay Price, 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.

#### **Site Summary:**

The UT Office of Sustainability is committed to promoting the responsible consumption of human, economic, and environmental resources on the University of Tennessee, Knoxville campus. We use holistic data collection and analysis to inform sustainability initiatives and develop collaborations with campus and community partners to reduce the environmental impacts of the University's operations, all while engaging the campus community in what it means to Make Orange Green.

#### **Position Summary:**

The Office of Sustainability's Outreach Coordinator is responsible for connecting to campus community in order to educate students, faculty, and staff about sustainability. The AmeriCorps member serving in this position will cultivate and maintain positive relationships with all campus contacts. They will put on informational presentations to classes and student organizations, and they will act as an advisor for Eco-Vols, an environmental student leadership group. The Outreach Coordinator will plan and execute events throughout the academic year, including, but not limited to, Earth Month, Campus Sustainability Day, America Recycles Day, and two month-long environmental competitions for residence halls, the

POWER Challenge and RecycleMania. For many events, the Outreach Coordinator must recruit and manage volunteers. This position also curates the Office of Sustainability's online presence, which involves maintaining the website, writing and editing web articles, coordinating information for the monthly office newsletter, and managing and creating content for all Office of Sustainability social media platforms. The Outreach Coordinator will recruit, train, and direct a team of student workers and interns who will help with social media, event planning, website updates, and general campus outreach. When needed, this position will assist other Office of Sustainability AmeriCorps members in a diverse range of tasks, which can sometimes be physically demanding.

The member will also be expected to 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 sustainability, and act as a Zero Waste Gameday team member.

**Minimum Qualifications:**

Education:

- Bachelor's degree in communications or environmental field strongly preferred.

Position Requirements:

- Independent self-starter
- Solid organization, leadership, and communication skills
- Ability to work independently and collaboratively on a wide range of task
- Ability to effectively convey the Office of Sustainability message through written and verbal communication
- Comfortable creating and giving presentations to small and large (30+) groups
- Ability to interact with campus partners in a professional, customer service-oriented manner
- Knowledge of and experience with event planning
- Excellent computer skills and some experience with graphic design and layout
- Familiarity with Microsoft Office, Google programs, and social media platforms
- Capable of working with people from diverse backgrounds
- Commitment to honesty, excellence, and professionalism
- Ability to motivate others to change habits and behaviors
- Strong commitment to sustainability, resource conservation, and waste reduction
- Ability to work long hours while standing or walking in moderately strenuous working conditions (rain, heat, sun, cold, etc.)
- Valid 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.

