



The Josephine A. Lamprey Zero Waste Atlas Fellowship

PLAN is looking for campuses to collaborate with!

Atlas Overview: The [Zero Waste Atlas](#) project is a new scoring system and benchmarking tool to assess a campus's capacity to achieve institutional and holistic zero waste infrastructure and practices. We use the Atlas Campus Programs Checklist (Stage 1) to assess the existence of campus-wide purchasing policies, programs, logistics, and infrastructure that are needed to reduce disposable consumption and establish systems for institutional reuse, composting, and hard-to-recycle materials management. With the support of Josephine A. Lamprey, we are able to offer the Summer 2020 Fellowship to campuses at a subsidized cost.

Fellowship Overview: The Fellowship is a brand new 50-hour program PLAN is launching this year to provide students with hands-on training and experiences to be able to perform a zero waste assessment of their campus. Traditionally, Stage 1 takes place with a member of the Atlas team coming to campus to perform a series of interviews with the identified stakeholders on campus. However, the Atlas Fellowship will provide training and guidance to an Atlas Fellow to perform the interviews and gather data on their own. Ideally, this Fellow will have already been hired for a campus position over the summer and has the flexibility within their job description and responsibilities to include this assessment as part of their overall workload. The Atlas Fellow will be supported by campus sustainability staff and receive remote guidance from an Atlas team member who will provide extensive training on: the theory of Atlas, how to use and score the Campus Programs Checklist, and how to interview campus stakeholders. The outcome for the Fellowship will be successful completion of a Stage 1 Assessment and an Atlas score that benchmarks the campus' progress towards zero waste. The Josephine A. Lamprey Zero Waste Atlas Fellowship provides:

- ❖ A student on your campus with the unique opportunity of conducting the interviews with stakeholders themselves.
- ❖ A valuable learning experience for both students and staff on institutional zero waste practices and the logistics, infrastructure, and relationships needed to create a viable long-term solution.
- ❖ Support for campuses that might not otherwise be able to afford the cost of a traditional Stage 1 Atlas Assessment
- ❖ A detailed report, program scoresheet, and a series of recommendations and next steps for your campus based on best practices

Fellowship Cost:

- ❖ Atlas Stage 1 "Traditional" Cost: ~~\$7,000~~
PLAN staff conducts on-campus interviews.
- ❖ Atlas Fellowship Stage 1 Cost: ~~\$3,500~~
Fellowship eliminates the need for PLAN staff to travel to the campus and conduct the interviews themselves.
- ❖ *Subsidized* Summer Atlas Fellowship Stage 1 Cost: \$2,500
Thanks to Josephine A. Lamprey, PLAN is able to subsidize the true cost of the fellowship for the Summer 2020 program.



While Atlas assessments are unique to each campus, all assessments include the following components:

- ❖ Onboarding and training of Atlas Fellow by PLAN staff
- ❖ Advising Atlas Fellow throughout the course of the project
- ❖ Synthesis & scoring of collected data
- ❖ Writing report
- ❖ Editing and designing report



Position Title: Atlas Fellow

Location: Your Campus

Application Deadline: Friday, March 13, 2020

Job Overview: The Atlas Fellowship is a 50-hour program, designed to be completed over the course of 8-10 weeks. All fellows first go through an 8-hour Zero Waste Atlas training and 10 hour leadership certification, and perform initial pre-assessments with their campus adviser and Atlas Staff member. Then, the Atlas Fellow conducts a series of interviews on their campus with key stakeholders to complete the Atlas Stage 1 Campus Programs Checklist and benchmark their school's progress towards zero waste. Ultimately the Atlas fellow works with Atlas Staff to score the checklist and review drafts of the final report and score sheet.

Reports to: The Fellow will be responsible for reporting to a designated member of the Atlas team in addition to your supervisor on campus.

Job Requirements:

- ❖ Strong interpersonal and communication skills
- ❖ Experience with Google Drive, Sheets, etc.
- ❖ Ability to work in a team-oriented environment, as well as independently on projects
- ❖ Strong organizational skills and attention to detail
- ❖ Strong communication skills and willingness to navigate conversations with campus administration.
- ❖ Comfort with scheduling meetings
- ❖ Eagerness to make progress in the waste realm on campus
- ❖ Preferred: candidates who have secured an on-campus position for Summer 2020. Because this is not a full-time position we expect that the candidate can perform this project as part of, or in addition to, their other responsibilities.

Responsibilities and Duties:

- ❖ Attend online Atlas trainings with other Fellows from across the country
- ❖ Attend and participate in zero waste leadership certification trainings and workshops online
- ❖ Schedule one-on-one meetings with identified stakeholders on campus
- ❖ Interview stakeholders and take down thorough notes
- ❖ Fill out the Campus Programs Checklist
- ❖ Identify gaps in information
- ❖ Serve as the liaison between PLAN and your campus

Learning Objectives:

- ❖ Gain experience in project management, communications, and planning logistics
- ❖ Become Zero Waste Leadership Certified
- ❖ Gain a holistic understanding of the zero waste hierarchy and PLAN's Atlas Theory
- ❖ Gain a deep understanding of how your campus operates
- ❖ Meet and form relationships with the stakeholders on campus that can support zero waste efforts



Project Timeline:

- ❖ Track A:
 - Fellowship Training Week: June 1 - 5
 - All fellows begin with an 8-hour Zero Waste Atlas training
 - Campus Stakeholder Interview Period: June 8 - July 10*
 - 5 weeks allocated to: scheduling and conducting interviews with identified campus stakeholders, identifying gaps in information, follow up calls, and additional interviews as necessary
 - The interview schedule is flexible based on times that work for you and the campus stakeholders
 - Atlas Fellowship & PLAN Internship Cohort Webinars: TBD
 - Scoring the Programs Checklist, Report Review: July 13 - 24*
- ❖ Track B:
 - Fellowship Training Week: June 15 - 19
 - All fellows begin with an 8-hour Zero Waste Atlas training
 - Campus Stakeholder Interview Period: June 22 - July 24*
 - 5 weeks allocated to: scheduling and conducting interviews with identified campus stakeholders, identifying gaps in information, follow up calls, and additional interviews as necessary
 - The interview schedule is flexible based on times that work for you and the campus stakeholders
 - Atlas Fellowship & PLAN Internship Cohort Webinars: TBD
 - Scoring the Programs Checklist, Report Review: July 27 - August 7*

**The completion of the Program Checklist may be done in a shorter time frame, based on the fellow's schedule for completing interviews.*

Application Requirements:

- ❖ Resume
- ❖ Cover Letter
 - What is your involvement with waste on your campus?
 - Why are you passionate about waste?
 - Please share your experience with working independently/remotely.
 - Anything else worth sharing!
- ❖ Letter of endorsement by campus project advisor
 - See criteria [here](#)