



## Zero Waste Atlas Fellowship: Fall Class of 2020

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 in 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.

**Fellowship Overview:** The Fellowship is a (approximately) 50-hour program that PLAN launched earlier this year to provide students with the hands-on training and experience to be able to perform the Stage 1 assessment of their campus. This is in contrast to a traditional Stage 1, where a member of the Atlas team travels to your campus to interview identified stakeholders for the assessment. Instead, 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 to gather the required data. Successful completion of a Stage 1 Assessment will yield an Atlas score and report that benchmarks the campus' progress towards zero waste. In summary, the Fellowship provides:

- ❖ A student on your campus with the unique opportunity of conducting 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, graphically-designed 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.*

**Equitable Access:** *If you are a campus that is interested in receiving a Stage 1 Atlas Report and Score, but find the cost to be a prohibitive factor, we want to hear from you! Please submit your application materials and complete the Equitable Access section (Page 2) of the Fellowship Application Form. Please also indicate in your Endorsement Letter the reason why cost is a prohibitive factor (i.e., COVID budget cuts) and what your campus is able to contribute towards this program.*

Looking for creative ways to find funding? Check out PLAN's [Finding Funding on Your Campus Guide](#)



**Position Title:** Atlas Fellow

**Location:** Your Campus or Remotely

**Application Deadline:** Applications will be reviewed on a rolling basis for Fall semester engagements

**Job Overview:** The Atlas Fellowship is a (approximately) 50-hour program, designed to be completed over the course of 8-10 weeks. All fellows will first go through an online, hands-off Zero Waste Atlas Fellowship training (and optional 10 hour Beyond Waste Leadership Certification Program), and perform initial pre-assessments with their campus adviser and an Atlas staff member. Following training, the Atlas Fellow will spend the bulk of the Fellowship conducting 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 will work with Atlas staff to score their 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 independently on projects
- ❖ Strong time management/organizational skills and attention to detail
- ❖ Strong communication skills and willingness to navigate conversations with campus administration
- ❖ Comfort with scheduling meetings around other obligations
- ❖ Passionate about progress in the waste realm on campus
- ❖ Preferred: candidates who have secured a paid, on-campus position for the semester, for which this Fellowship can be compensated as part of their position. 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:

- ❖ Complete online Atlas trainings early on in the semester
- ❖ Attend a one-hour weekly check-in meeting with Fellows from other campuses and Atlas staff
- ❖ Schedule one-on-one meetings with identified stakeholders on campus
- ❖ Interview stakeholders and take thorough notes
- ❖ Complete all questions in 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
- ❖ Optional: Become Beyond 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:

- ❖ Week 1 - 2:
  - Pre-Assessment:
    - Identification of campus stakeholders completed by your campus staff with an Atlas staff
    - Submission of supplemental materials
    - Email outreach and Fellow introductions to campus stakeholders
  - Fellowship Onboarding:
    - Completion, and comprehension of Zero Waste Atlas Fellowship training
- ❖ Week 2 - 8
  - Campus Stakeholder Interview and Completion of your Campus Program Checklist\*:
    - Scheduling and conducting interviews with identified campus stakeholders, collecting data in the Checklist, 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 Weekly Check-Ins
  - Scoring your Campus Programs Checklist
- ❖ Week 8 - 10:
  - Conduct "exit interview" with Atlas staff
  - Summarize findings and recommendations
  - Provide feedback on the first draft of your campus report

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

**How To Apply:** Please collaborate with the appropriate faculty/staff on your campus to discuss the logistics of the Fellowship and ensure this opportunity works for your campus. Please submit the requested documentation below through the form on the Atlas page, which can be found [here](#).

- ❖ 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](#)