



Atlas Zero Waste Stage 1 Fellowship Overview

Atlas Overview: The [Atlas Zero Waste](#) 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. The Atlas Stage 1 Program has two components - the Fellowship and the Assessment results - which determine whether a campus qualifies for Certification. Further information on the [Zero Waste Certification](#) is available on our website.

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. The Atlas Fellow will be supported by campus sustainability staff and receive remote guidance from the Atlas Fellowship Coordinator 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 graphically-designed summary report, program scoresheet, zero waste score (and certification level, if achieved), and a series of recommendations and next steps for your campus based on best practices

Fellowship Cost: There are three components to the cost of this program:

- **PLAN Membership:** Atlas engagements are an add-on to PLAN's Membership system because we want to make sure that we are able to provide year-round support and access to advising resources beyond this being a one-off assessment with no follow-up or opportunity for future engagement. Many of the resources, case studies, and toolkits referenced throughout this process are built into PLAN's membership system. If your campus is not a member, you can explore more about membership and the costs [here](#).
- **Fellowship:** The cost of the Fellowship is scaled depending on what type of institution your campus falls under - please see the pricing scale on [our website](#) for more information.
- **Compensation for the Fellow:** As detailed below, we expect that the Fellow will spend roughly 50 hours on this project (5hrs/week for 10 weeks - ish). We expect Fellows to be financially compensated or offered academic credit for their time.



Financial Support Available through PLAN's Movement Building Fund (MBF): *If you are a campus that is interested in the Atlas Fellowship Program, but find the cost to be a prohibitive factor, we want to hear from you!* Please submit your application materials and complete the [Movement Building Fund Application](#) (also linked in the Fellowship Application Form). You may also elaborate upon the reason why cost is a prohibitive factor (i.e. COVID budget cuts) in your Letter of Endorsement 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](#).

Atlas Zero Waste Stage 1 Fellow - Job Description

Position Title: Atlas Fellow

Location: Remote

Application Deadline: Our team will review and accept applications on a rolling basis

Job Overview: The Atlas Fellowship is an approximately 50-hour program, designed to be completed over the course of a typical semester - 10-12 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 scoresheet.

Reports to: The Fellow will be responsible for reporting to a designated member of the Atlas team in addition to their 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
- ❖ A 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.**
 - **Alternatively,** students who wish to conduct the Atlas Assessment on their campus can apply for campus funding to support their work, but must still submit a Letter of Endorsement demonstrating their campus' support (see requirements below)



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 0 - 2:
 - Pre-Assessment:
 - Identification of campus stakeholders completed by your campus staff with an Atlas staff member
 - Submission of supplemental materials
 - Email introductions to campus stakeholders
 - Fellowship Onboarding:
 - Completion of Zero Waste Atlas Fellowship training
- ❖ Week 2 - 10:
 - Campus Stakeholder Interviews and complete 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, so completion of the Campus Programs Checklist may be done in a shorter or longer time frame based on the Fellow's schedule
 - Atlas Fellowship Weekly Check-Ins
 - Begin scoring your Campus Programs Checklist
- ❖ Week 11 - 12:
 - Complete "exit interview" with Atlas staff
 - Summarize findings and recommendations
- ❖ Weeks 12+
 - Atlas staff will hold weekly office hours for Fellows until the end of the semester
 - Fellows are invited to provide feedback on the first draft of the report



Post-Landfill Action Network
www.postlandfill.org/atlas

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](#).

- ❖ 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](#)