



Atlas Zero Waste Fellowship Coordinator

Atlas Overview: The [Atlas Zero Waste](#) project is an initiative of the [Post-Landfill Action Network](#) (PLAN) to help student fellows on college campuses measure and assess their campus's capacity to achieve zero waste, and facilitate dialogue on campus to develop Strategic Visions and Action Plans to achieve it. After 4 years of research and development, Atlas has established a new scoring system and benchmarking tool to assess a campus's capacity to achieve institutional and holistic zero waste infrastructure and practices.

Fellowship Overview: In Stage 1 of the project, student fellows use the Atlas Campus Programs Checklist 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. Campuses who engage in the program can support one to five students to serve as Zero Waste Fellows, who are responsible for conducting this assessment through a series of qualitative stakeholder interviews. Top-scoring campuses are eligible for Zero Waste Certification - further information about scoring is available on our [website](#).

Position Title: Atlas Fellowship Coordinator

Time Commitment: Part-Time (20 hours/week)

Position Dates: Monday, January 10, 2022 - Friday, June 24, 2022

Location: This position is remote and all locations are welcome to apply! We currently have staff in Pennsylvania, New Hampshire, Maine, Kentucky and Virginia. Preference may be given to candidates who reside in the areas where we currently have staff.

Compensation: \$22/hour

Benefits: \$500 combined work-from-home & electronics stipend and 2 weeks of PTO

Reports to: Alex Freid, Senior Director of Atlas Consulting

Application Deadline: Sunday, October 24, 2021

We will be reviewing applications and reaching out to qualified individuals on a rolling basis.

Responsibilities & Duties

- Managing on-boarding of Spring 2022 campuses:
 - Manage communications with prospective campuses and students
 - Set up campus engagement folders & documents in Google Drive
 - Conduct Pre-Assessment and Stakeholder Identification meetings with campus supervisors
 - Track completion of Fellowship Training Curriculum check-ins
 - Set up customized Campus Programs Checklists for each campus
- Weekly responsibilities:
 - Check to ensure satisfactory completion of Fellowship onboarding training
 - Facilitate weekly check-in call and office hours with Fellows
 - Track progress of Fellows in conducting interviews and completing Checklist
 - Troubleshoot individual challenges that students may be facing
- Completing assessments and checking campus results:
 - Reviewing final scoring on Campus Program Checklists
 - Conducting campus Exit Interviews with supervisor and Fellows
 - Drafting Stage 1 Summary Reports and managing editing process with the campus



- Formatting final Stage 1 Summary Reports and Campus Scorecards in InDesign
- Updating [certification scores](#) in the Airtable

Skills & Qualifications

- Comfortable managing multiple projects simultaneously
- Excellent time management and organizational skills
- Proficient in Google Sheets and demonstrates a willingness to learn more complicated functions
- Ability to work independently on projects and meet deadlines
- Strong interpersonal and communication skills and comfortability working with campus staff members
- Comfortable facilitating weekly meetings with 10+ students
- Demonstrates great attention to detail
- Comfortable synthesizing large amounts of qualitative data into short reports
- Passionate about progress in the waste realm on campus
- Familiar with Adobe InDesign OR demonstrates a willingness to learn the basics

How to Apply:

Complete and submit this [application form](#). This form will ask you for:

- Resume
- References
- Responses to three short-answer questions

Please reach out to alex@postlandfill.org for any questions.