



# CAC AmeriCorps

*Position Description*

## Data Analysis Coordinator



- Dates of Service:** August 5<sup>th</sup>, 2019 – June 26<sup>th</sup>, 2020
- Partner:** University of Tennessee Knoxville, Office of Sustainability
- Location of Service:** University of Tennessee Facilities Services  
2040 Sutherland Ave, Knoxville, TN, 37996
- Supervisor:** Preston Jacobsen, 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.

### **Position Summary:**

Under the direction of the Sustainability Manager, this full-time service position will coordinate the Office of Sustainability's data collection initiatives and perform outreach/training pertaining to data collected and research various technologies to reduce UT's GHG emissions. In addition, the position will support ongoing efforts by the Facilities Services department to reduce the environmental impacts of campus operations while saving human, economic and natural resources.

During the AmeriCorps term, the Data Analysis Coordinator will primarily collect physical and digital data collection across all utility parameters, analyze numerous datasets to discover possible sustainable solutions, manage and lead one or multiple projects, act as a co-adviser for the EcoVols (an environmental student organization) by providing trainings in energy, waste and water audits and spearheading data collection efforts in the residence halls, coordinate energy, water and waste audits for the Green Office Program and the POWER Challenge, work with Outreach Coordinator and Program Coordinator to promote and advance UT's sustainability progress, and compile and complete the various environmental reports for the university.

Other duties will involve serving as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend, attending SEIC meetings and gather data related to SEIC projects and campaigns, recruiting, managing, and training interns to assist in data

collection, researching strategies to reduce the environmental impacts of campus operations and streamline data collection/transparency, assisting with planning, implementation and promotion of special environmentally-themed events, including but not limited to: UT football Zero Waste Game Day, Sustainability Week, the annual POWER Challenge, the EPA Game Day Challenge, RecycleMania, and Earth Month, and constructing, disseminating, and analyzing campus-wide survey and interpreting results

### **Minimum Qualifications:**

#### Education

- Paid or unpaid experience with environmental education and/or resource conservation
- Any experience with academic related or focused data tracking programs; STARS, Second Nature, etc.

#### Position Requirements:

- Able to work independently and generate ideas for campus sustainability projects
- Capable of working with people from diverse backgrounds
- Solid organization and leadership skills
- Paid or unpaid experience with data collection and analysis, in particular Microsoft Excel
- Commitment to honesty, excellence, and professionalism
- Comfortable making presentations to large groups (20 to 100+ people)
- Able to motivate others to change habits and behaviors
- Proficiency with Microsoft Office and Outlook software
- Strong interest in environmental stewardship and resource conservation
- Must provide own transportation to and from Facilities Services

### **Member Benefits Include:**

- A modest living allowance of \$12,530, or, \$533.19 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$5,920 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.

