



## CAC AmeriCorps

*Position Description*

### **Business & Analytics Coordinator**



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

- Dates of Service:** August 3th, 2020 – June 25th, 2021
- Partner:** The University of Tennessee, Office of Sustainability
- Location of Service:** 2040 Sutherland Ave, Knoxville, TN, 37921
- Supervisor:** Jay Price, 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.

#### **Site Summary:**

The UT Office of Sustainability is committed to promoting the responsible consumption of human, economic, and environmental resources on the University of Tennessee, Knoxville campus. We use holistic data collection and analysis to inform sustainability initiatives and develop collaborations with campus and community partners to reduce the environmental impacts of the University's operations, all while engaging the campus community in what it means to Make Orange Green.

#### **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 assist in the management of operating records, such as project budgets, reports, etc. 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 Business & Analytics Coordinator will primarily collect physical and digital data across all utility parameters, analyze numerous datasets to discover possible sustainable solutions, manage and lead one or multiple projects, and spearhead data collection efforts in the residence halls. They will coordinate energy, water and waste audits for the Green Office Program and the POWER Challenge, work with Outreach Coordinator and Program Development Specialist to promote and advance the Office of Sustainability's 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 Student Environmental Initiatives Committee (SEIC) meetings and gathering data related to SEIC projects and campaigns; recruiting, managing, and training interns to assist in data collection; streamlining data collection/transparency; constructing, disseminating, and analyzing campus-wide surveys and interpreting results.

The member will also occasionally be expected to serve as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend, provide outreach and training to campus and community groups in sustainability, and act as a Zero Waste Gameday team member.

**Minimum Qualifications:**

Education:

- Bachelor's degree in business, economics, or environmental field strongly preferred

Position Requirements:

- Independent self-starter
- Solid organization, leadership, and communication skills
- Ability to work independently and collaboratively on a wide range of task
- Ability to effectively convey the Office of Sustainability message through written and verbal communication
- Any experience with academic-related or focused data tracking programs
- Knowledge of and experience with data collection and analysis, in particular Microsoft Excel
- Proficiency with Microsoft Office and Outlook software
- Familiarity with accounting and budget management
- Ability to multitask, prioritize, and manage time effectively
- Capable of working with people from diverse backgrounds
- Commitment to honesty, excellence, and professionalism
- Ability to motivate others to change habits and behaviors
- Strong commitment to sustainability, resource conservation, and waste reduction
- Ability to work long hours while standing or walking in moderately strenuous working conditions (rain, heat, sun, cold, etc.)

- Valid driver's license

**Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,195 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through healthcare.gov
- 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.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

**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.



SIGNATURE:

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DATE:

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