



CAC AmeriCorps

Position Description

Data Analytics & Office Administrator



Dates of Service: August 2nd, 2021 – June 24th, 2022

Partner: The University of Tennessee, Office of Sustainability

Location of Service: UT Facilities Services
2040 Sutherland Avenue, 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 and reports. During the AmeriCorps term, the Data Analytics & Office Administrator 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 across campus, including in the residence halls. This position will compile and complete various sustainability reports for the University including but not limited to AASHE's Sustainability Tracking Assessment and Rating System (STARS), greenhouse gas emissions report SIMAP, and university waste diversion reporting. They may also coordinate energy, water and waste audits for the Green Office Program and the POWER Challenge. The member will also train and advise student assistants to assist in data collection. The member will also construct, disseminate, and analyze campus-wide surveys and interpret results.

Office administration duties will include managing all purchasing and budgeting, setting up hiring announcements and interviews for student assistant positions, and overseeing the Office of Sustainability email accounts. The member will also serve as the secretary for the Committee on the Campus Environment (CCE), and Student Environmental Initiatives Committee (SEIC) including scheduling monthly meetings, reserving spaces, ordering catering as applicable, creating the agenda, taking minutes and sending them out, answering cce@utk.edu and applicable emails, compiling proposals and sending them out ahead of meetings, recording voting results, tracking projects and accounting for them, and strategic planning of sustainability initiatives on campus.

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

Minimum CAC AmeriCorps Qualifications:

- All CAC AmeriCorps positions require, at minimum, that our members be at least 18 years old at the start of service, and have completed high school or received a GED.

Site Preferences:

- Bachelor's degree in communications, marketing, or environmental field strongly preferred

Position Expectations & Requirements

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps environmental positions require attendance of an orientation at the start of service, monthly corps meetings, service days, and other all-corps activities.
- CAC AmeriCorps environmental positions require that you serve a full-time schedule.
- CAC AmeriCorps environmental positions require that members wear AmeriCorps branded uniform gear and safety equipment during service.
- CAC AmeriCorps environmental positions require that members be able to get to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps environmental positions require that members be able to serve effectively both independently and within the context of a team.
- CAC AmeriCorps environmental positions require that all members be able to be able to take direction and perform their service with relative independence with site supervision provided on a weekly basis in either a one-on-one or group setting and intermittent contact from the CAC AmeriCorps office.

Site Preferences:

- 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
- Comfortable creating and giving presentations to small and large (30+) groups
- Confident in ability to connect with, recruit, and sustain a cohort of student interns
- Knowledge of sustainability efforts within higher education or community organizations or experience working with a college or university sustainability office
- Great one-on-one communication skills, professional manner
- 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 \$6,345 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 \$400-\$500 in a shared housing scenario, which is what is highly recommended.
- 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.

