

Seeking Data Analyst for Contract Position

ABOUT THE GREEN ELECTRONICS COUNCIL:

The Green Electronics Council (GEC) is a mission-driven organization that seeks to achieve a world in which only sustainable electronics are designed, manufactured, bought, used and recycled. GEC was founded in 2006 and manages the most widely used ecolabel for electronics globally, [EPEAT](#), which is used by purchasers in more than 42 countries. GEC works with global electronics brands and large-scale purchasers to facilitate their adoption of sustainable manufacturing and procurement systems. We aim to increase the market availability and purchase of sustainable electronics. More information is available at www.GreenElectronicsCouncil.org.

ABOUT THE PROJECT WORK:

GEC assists public and private sector institutional purchasers with procurement of sustainable IT products, including products covered by GEC's EPEAT ecolabel. Purchasers buy high volumes of IT products but often don't track how many of those IT products are EPEAT-registered.

GEC is seeking a contract-based Data Analyst who will analyze a Purchaser's list of total IT products purchased and identify which of those products are EPEAT-registered. This project work will be ongoing and each analysis will have a timeframe of two weeks to be completed. The quantity and timing of analyses varies at different times throughout the year. GEC will sign the contract with the Data Analyst and when the need for the analysis project arises, GEC will notify the Analyst and confirm their availability and deliverable deadlines.

GEC will provide Data Analyst with an Excel spreadsheet that lists all of the IT products bought by a particular purchaser. Data Analyst will review the Excel spreadsheet, compare the products listed in the spreadsheet against the EPEAT Registry, and highlight all listed products within the spreadsheet that are also EPEAT-registered products. For each identified EPEAT-registered product, Data Analyst will add any missing information about the product including the product's EPEAT tier (Bronze, Silver, Gold), status (active/archived), and type (desktop, notebook, printer, mobile phone, etc.).

DETAILS:

- \$25/hour
- Workload Variable – not able to guarantee a set number of hours per week
- Contractor expected to complete each project within 30 hours spread over a two-week time period
- Contractor expected to telework, not required to come into the GEC office
- GEC provides training on how to complete the analysis as efficiently and effectively as possible

QUALIFICATIONS:

- Access to computer, internet, and Excel (proficiency in Excel preferred)
- Strong attention to detail
- Capability to invoice GEC for hours worked according to contract

If you are interested in this opportunity, please send your resume and a cover letter demonstrating your qualifications to Julia Bulfin at jbulfin@greenelectronicscouncil.org. We are seeking to have two to three Data Analyst contactors available to fulfil these project needs as they arise.