

Job Title:	Salesforce Database Associate Volunteer/Intern
Time Required:	8-10 hours/week
<b>Asante Africa Foundation ~ Organizational Overview</b>	
<p><i>Asante Africa Foundation is a 501(c)(3) nonprofit organization that promotes quality educational access age appropriate life skills and leadership development for children in East Africa (Kenya, Tanzania, Uganda).</i></p> <p><i>Asante Africa Foundation is recognized for delivering educated resilient East African youth who can confidently address life's challenges, thrive in the global economy, and catalyze positive change. Our youth enter into the community capable of managing obstacles and opportunities as they arise. We tackle complex system level challenges that girls, boys, and particularly vulnerable rural youth face.</i></p> <p><i>Asante Africa Foundation believes in the power of knowledge as a catalyst to help young people create a future where they live their dreams. We achieve this vision through partnering with local families, educators and community members to create safe and healthy learning environments, strengthen teacher quality, enhance learning in the classrooms, provide merit-based scholarships, and leadership development.</i></p> <p><i>To learn more about Asante Africa Foundation please visit <a href="http://www.asanteafrica.org">www.asanteafrica.org</a></i></p>	
<b>Job Description</b>	
<p>Asante Africa Foundation is seeking a responsible and detail-oriented Salesforce Database Analyst is responsible for data collection, data analysis, data quality management, build and curate reports and dashboards; maintain availability and performance of the system; ensure data accuracy and integrity; and operational support of the organizational portfolio of salesforce database, particularly for marketing and donor management teams.</p> <p>This position is ideal for a reliable individual with strong attention to detail and accuracy. This is a great opportunity to develop and gain insight into nonprofit operations, along with development and fundraising efforts. Volunteering/Interning with Asante Africa Foundation will provide hands-on experience at an exciting, fast-paced organization making a positive impact in the lives of children in East Africa. The hours are flexible and you can work remotely but availability during office hours is preferred. Time commitment is approximately 8-10 hours per week.</p> <p>This role will report to the Director of Strategic Partnerships and Grants.</p> <p><b>Duties and Responsibilities</b></p>	

- Support donor management staff and program staff with use of client management software (i.e. Salesforce) and other data collection tools.
- Responsible for maintaining system and functional areas of database, including basic configuration tasks.
- Develop and maintain system analytics through custom reports and dashboards that meet organizational needs for reporting and performance management.
- Identify and continually assess, improve, and implement process improvements in partnership
- Support the collection and entry of program and organization data as required by donor.
- Maintain the integrity and performance of the company databases.
- Input data and routinely identify and follow up on data integrity, quality assurance and compliance with strict privacy, security and data sharing protocols.
- Monitor progress towards programmatic and contractual goals using reports and data analysis.
- Effectively develop systems to ensure that client flow, service delivery, and data management are integrated.
- Other related duties as required or assigned.

### Qualifications and Skills

- Experience with Salesforce-certified and/or expertise with the Salesforce NPSP preferred.
- Experience in project management, preferably with systems implementation.
- Experience drawing together diverse stakeholders to achieve organizational goals.
- Solid understanding of database systems and tools.
- At least one to three years of professional experience.

#### MINIMUM KNOWLEDGE AND ABILITY:

- Proficient knowledge and demonstrated experience using database management software.
- Problem solving skills and ability to think algorithmically.
- Excellent analytical and quantitative skills necessary to monitor the database performance and evaluate complex information coming from a variety of sources.
- Strong written and verbal communication skills.
- Ability to work in a team oriented environment and must communicate effectively with all levels of management, and other team members.
- Accurate and precise attention to detail and understanding of complex system.
- Problem solving skills to address, troubleshoot and resolve problems effectively and in a timely manner.
- Ability to create, modify, and manage custom reports.
- Strong organizational skills must be able to manage multiple priorities, maintain confidentiality, and operate with professionalism.
- Ability to work independently, exercise judgment and follow instructions.
- Able to maintain a high level of professional conduct.

### Position Notes:

#### WORKING CONDITIONS:

- Remote working environment is most likely.
- Must be available to work some evenings and weekends in support of African team members.

Asante Africa provides equal engagement opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

#### BENEFITS TO YOU:

- Directly impact Asante Africa Foundation's efforts to fund education-related projects that empower the next generation of East African change agents, whose dreams and actions transform the future for Africa and the world
- Be part of a highly-motivated nonprofit organization run by volunteers and receive professional training
- Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization and learn about successful international development programs
- Build your resume and gain references for future employment opportunities
- Opportunity to work from the comfort of your own home or our Oakland office

This is part-time volunteer /internship position with an expectation of 5-7 hours per week. With a 3 month probation it is possible this role can transition to a stipend paid role.

### To Apply:

Please email a cover letter and a resume to [volunteer@asanteafrica.org](mailto:volunteer@asanteafrica.org) with "SalesForce Database Associate" in the subject line.