World Savvy is a leading national education nonprofit working to transform teaching, learning, and culture in K-12 public education so all students can learn, work and thrive in our rapidly changing world as globally competent citizens.

World Savvy is unique in the field for our systems change approach that holistically supports the integration of global competence into student learning, teacher training and capacity, and school and district leadership. We have offices in Minneapolis (largest) and San Francisco. Learn more at www.worldsavvy.org.

**Mission:** World Savvy educates and engages youth to learn, work, and thrive as responsible global citizens.

**Vision:** As the leading provider of global competence education, World Savvy envisions a K-12 education system that prepares all students with the knowledge, skills, and dispositions for success and active engagement in the global community.

World Savvy is an ambitious organization with big ideas and tenacious growth goals. Our culture is one of optimism, authenticity, joy, and learning. World Savvy is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. World Savvy seeks individuals who are Black, Indigenous, and People of Color to apply.

**Position Summary:**
We are looking for a full-time Senior Associate of Data Quality and Operations to join our team. We are working remotely due to the pandemic and are open to a remote worker for this role. However, we would like someone in Greater Minneapolis - St. Paul Area, California Bay Area, or Austin Texas Area for this position.

- The Senior Associate of Data Quality and Operations is a critical member of our team, supporting the entire organization in data quality and operations administrative support.
- Competitive candidates for this role will have a minimum of 5 years’ experience with data entry and management in Salesforce and experience supporting administrative functions in a nonprofit setting.
- Due to the pandemic, all World Savvy staff work remotely from home, and school programming is conducted remotely, but this may change as conditions with schools change. This position is an internal role with limited interaction with external stakeholders.
- This position is based out of the Minnesota office and will support team members across the organization’s locations and national programming. Click here for program information https://www.worldsavvy.org/our-programs/.
- This position reports to the Chief of Staff and will support finance and operations needs.

**Our Values:**
- We do the best work possible in service of our mission.
- We believe collaboration is essential.
- We see people as whole human beings.
- We intentionally grow and change.
- We lean into complexity when it’s called for.
- We believe big things are possible, whether that’s our mission or the project on the table.
- We notice and disrupt exclusionary patterns.
- We bring hope, joy, and a sense of aspiration into all that we do.

World Savvy is pleased to announce the search for its Senior Associate of Data Quality and Operations. Minnesota highly preferred but not required.

Learn more: PBS | TEDx | Join the Movement

Our Offices:
Minnesota: 1330 Lagoon Avenue, 4th Floor, Minneapolis, MN 55408
San Francisco: 600 California Street, 11th Floor, San Francisco, CA 94108
Schedule: Full time, limited nights and weekends for special events
Salary range: $60,000 - $75,000 based on experience
Projected Start Date: ASAP
Application Deadline: Open until filled with priority consideration given to applications received by 05/31/2021.
Location: Greater Minneapolis - St. Paul Area, California Bay Area, or Austin, Texas Area are highly preferred for this position.
Travel Requirements: Depending on public health conditions there could be approximately 5% travel for this position.

Key Responsibilities:

Data Quality and Management (50%)
- Support the execution and improvement of our Salesforce data quality systems.
- Maintain client information via project management databases such as Asana and Salesforce.
- Create and analyze reports to aid in data cleanup and improve data quality in partnership with the data team and consultants.
- Conduct data entry, data cleaning, and reduction of duplicates in the system.
- Verify data entry is performed as outlined by other departments, including checks across systems to reduce data errors and ensure consistency.
- Manage ongoing processes to identify and correct data issues.
- Work extensively with the Director of Finance and Chief of Staff to document business processes and recommend improvements or new solutions.
- Respond to incoming data and reporting requests from Leadership Team and other internal partners to support users in using our Salesforce CRM system and Pardot, our marketing system.
- Provide training & support to other team members on proper data collection and entry practices.
- Think creatively about new solutions and efficiencies related to data cleaning and maintenance to ensure a high level of accuracy.
- Maintain and develop as-needed data management manual, including outlining protocols and developing job aids.

Operations Support (50%)
- Perform all administrative functions for operations and support Director of Finance and Chief of Staff. This can include filing, expense reports, phone support, reception, and general office administration tasks for the operations team.
- Process mail in partnership with other staff.
- Provide support for the Director of Finance and Chief of Staff on implementation of Operations functions in the organization.
- Serve as a point of contact on employees’ technology needs and work with our technical consultant to address employee’s hardware and software needs.
- Schedule operations-related appointments and calendar support for Operations and Finance leadership.
- Provide research support for Chief of Staff and Director of Finance and Technology on current best practices in operations-related functions.
- Support team members who are working remotely or in other regions with operational needs.
- Support supervisor with special projects as requested.
- Maintain and develop as-needed operations manual, including protocols and developing job aids.
Qualified candidates must have:

- A Bachelor’s degree or five years of experience in a similar role in a nonprofit or education setting.
- Three years of experience with Salesforce data management.
- An entrepreneurial mindset and commitment to social justice.
- Experience using Salesforce, Microsoft Suite, Google Workplace, data analysis tools like Microsoft Excel, Google Analytics, and Tableau, and web-based project management programs like Asana, Smart Sheets, and Monday.com.
- Ability to analyze, design reports, and draft presentations, including the following but not limited to pivot tables, budgets, formulas, and PowerPoint.
- Strong executing theme strengths with a desire to get things done and passion for clean data and transparent processes.
- An appetite to learn and grow CRM and software functionalities.
- Strong interpersonal communication skills.
- Strong writing skills.
- Ability to use virtual tools to communicate and work with others in an online setting.
- Excellent relationship skills; the ability to work effectively in a small and collaborative team environment.
- Solution-oriented approach, with excellent time management and organizational skills; strong attention to detail.
- An ability to work in a fast-paced and deadline-oriented environment.
- Capacity to work in ambiguity and periods of growth and change.

Applying for the Position:

Please apply online at https://worldsavvy.bamboohr.com/jobs/view.php?id=27. Please include a resume, a cover letter explaining your interest in the position and why you believe this role would be a fit addressing the following:

- Outlining your experience with Salesforce
- Detailing nonprofit and/or operations experience.

If you have questions that would affect your interest in applying, please e-mail jobs@worldsavvy.org.

A note about World Savvy’s commitment to anti-racism and recruiting: In the past, we’ve used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the students, educators, and districts we serve. Like many organizations, we’ve recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers. To that end, we share the following:

As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. This population is currently 50% or more Black, Indigenous, and People of Color (BIPOC). Recognizing the gap we have on our team, we’re seeking individuals who identify as a part of BIPOC communities to apply. We believe these life experiences and perspectives are critical, in particular, to advance our global competence work. At its core, this work is about teaching students to practice empathy, value cultural differences, consider multiple perspectives, and collaboratively problem-solve. In an increasingly divided world, this work is more important than ever, and its continued success hinges on modeling this ourselves, continuously learning and growing.