



Salesforce and Data Specialist

(Temporary and Part-Time)

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen creates economic opportunities for immigrant women and women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. With over a decade of successful programming under our belt, Hot Bread Kitchen has set a three-year strategic vision to scale our organization once again, this time as New York City navigates through the uncertainties of the pandemic and plans for economic recovery.

THE OPPORTUNITY

Hot Bread Kitchen seeks a part-time, temporary Salesforce and Data specialist to support the collection, analysis and use of data across Hot Bread Kitchen's programs, with the goals of a) demonstrating the impact of the organization's work on the individuals it serves; and b) communicating that impact to diverse stakeholders, including internal and external audiences; and c) using data to inform continuous program improvement.

RESPONSIBILITIES

- Prepare and conduct weekly data review session for program team to help assess progress towards goals and analyze program data trends, using data pulled from Salesforce
- Manage the process of collecting intake data from new program participants
- Manage the process of collecting impact data from program alumnae and program feedback from current program participants through regularly scheduled surveys
- Monitor data quality and troubleshoot errors in Salesforce and Form Assembly, including flow of application, intake, and survey forms
- Build or edit Salesforce reports to assist with data requests from the program or development team, as needed

REQUIRED SKILLS

- 2+ years of experience as a Salesforce administrator or power-user in a nonprofit setting, including building reports and dashboards and troubleshooting data quality issues
- Experience with Form Assembly, including understanding of Salesforce connectors and troubleshooting integration errors

DESIRED ATTRIBUTES

- Passion for Hot Bread Kitchen's mission
- Demonstrate a deep understanding of and commitment to quality data collection, application and analytics
- Proactive, resourceful and result-oriented
- Excellent organization skills
- Strong communicator

**Compensation and Position Duration**

This position will pay approximately \$45 per hour and will be a part-time temporary position at approximately 10 hours per week for 16 weeks. The ideal start date is early June 2022.

Location

We offer a flexible and hybrid working environment. This position may require regular in-person meetings at our facility in Chelsea Market. We follow New York City and State guidelines on COVID-19 vaccination and masking.

To Apply:

Applications must include a cover letter & resume and should be sent to:

hr@hotbreadkitchen.org. Please include "Salesforce and Data Specialist (temporary) - Your Name" in the subject line.

Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact hr@hotbreadkitchen.org to request such an accommodation.