

ABOUT NEW SCHOOLS FOR BATON ROUGE

Founded in 2012, New Schools for Baton Rouge (NSBR) is a community partnership bringing together talent and resources to deliver excellent schools to students and families in Baton Rouge. Our mission is to ensure that there are high-quality educational opportunities available for every child in our city -- regardless of the zip code they live in. The Systems Analyst will support these efforts by empowering NSBR and its partners with easily-accessible data needed to make successful strategic decisions, ultimately enabling our organization to drive transformational impact in the education sector so that by 2030, no child in Baton Rouge has to attend a D or F-rated school ever again.

THE NEW SCHOOLS FOR BATON ROUGE TEAM

NSBR is an entrepreneurial organization of accomplished individuals who are both deeply rooted in their belief in educational equity and highly motivated to provide excellent schools for every child in Baton Rouge. NSBR provides critical thought leadership to the educational landscape, but it is best described as an “action-tank” – dedicating its resources to the implementation of ideas that lead to demonstrable results in favor of students. Understanding that this work is urgent and complex, team members are quick to identify opportunities that will further NSBR’s mission and exercise flexibility in reorienting their work. Team members think of themselves as jacks-of-all-trades and are eager to develop their expertise in topics that may be new to them but are mission-critical. Team members are valued not for what they already know but for their curiosity, innovation, drive, and what they can accomplish.

ROLE AND RESPONSIBILITIES

Reporting to the Systems Director and working closely with the Systems and Schools Teams, the Systems Analyst will support NSBR’s data and information strategy with an emphasis on efficiency and meeting industry standards.

Data Management

- Collect, clean, analyze small and medium data sets from a wide array of sources
- Utilize data visualization software to create timely, accurate, comprehensive and data-driven reports
- Present data findings to diverse stakeholders
- Support in defining and executing organizational data storage, security, and destruction policies
- Support in planning database infrastructure and configuration
- Other duties as needed or assigned

Salesforce Administration

- Manage day-to-day operations for two Salesforce instances
- Serve as first line of defense in troubleshooting user issues on the Salesforce platform
- Plan and execute regular one-on-one and group Salesforce training sessions
- Identify gaps between existing systems and business and user needs, document requirements, and propose system changes to Systems Director
- Manage relationship with Salesforce consultant(s) to create, test, and implement system changes
- Ensure projects meet deadlines

- Develop and maintain necessary documentation (manuals, cases, data reports, etc.)
- Other duties as needed or assigned

QUALIFICATIONS

- Demonstrated ability to learn new skills at a fast pace
- Ability to pay attention to details while working on complex projects
- Track record of meeting or exceeding ambitious measurable goals
- Strong sense of personal responsibility; self-motivated, goal-driven, and independent
- Exceptional problem-solving and research skills
- Advanced knowledge of Microsoft Excel and proficient in Office 365
- Strong communication and decision-making skills
- Knowledge of Salesforce and Tableau strongly preferred

Personal characteristics desired:

- Ability to learn quickly, work effectively under pressure, and manage a heavy, diverse workload.
- Detail oriented.
- Personable and optimistic.
- Team player.

EDUCATION

Bachelor's degree required

CERTIFICATIONS

Salesforce Administrator or 2+ years of Salesforce Admin experience strongly preferred

WORK DEMANDS

- Willingness to work some weekends and evenings.
- Some U.S. travel required.
- Ability to travel locally to various school sites and external partner organizations frequently during work hours.

COMPENSATION

This is a full-time role offering compensation that is competitive and commensurate with experience and qualifications. In addition, NSBR provides a comprehensive benefits package that includes individual health and dental insurance, paid time off, and a 401(k) plan with company-matching contributions.

Submit resume and cover letter to Clara Krueger Rhoades via [Indeed](#).