



## **JOB DESCRIPTION: DATA AND SPECIAL PROJECTS COORDINATOR**

**Company:** EarthEnable Uganda  
**Reports to:** Executive Associate  
**Location:** Jinja, Uganda  
**Compensation:** Starts modest with potential for significant raises and bonuses

### **Who We Are**

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

### **What We Do**

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda. 80% of Rwandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished. In our first 3 years of operations, EarthEnable has installed over 400,000 square feet of flooring and employed over 100 Rwandese staff (and generated jobs and income for an additional 100 masons).

### **About the Role**

We are seeking a hard-working person to play a key role in EarthEnable Uganda's operations team.

The core tasks and responsibilities of the Data and Special Projects include:

Data and reporting:

- Ensuring district teams have entered all required data
- Ensuring district teams have entered quality data
- Validating data through field visits
- Analyzing data and creating clean and quality reports for management team



- Creating dashboard and other data visualizations in Excel
- Creating reports in Salesforce

Training team on IT:

- Training teams on how to use Salesforce and other essential programs
- Acting as help desk for all districts and head office staff

Special research projects:

- Conducting special research projects through desk and field research

### **Qualifications**

- **Advanced Excel skills required**
- At least one year of experience with Salesforce especially in report creation
- Excellent written and verbal communication skills in Lugunda/Lesoga and English
- Diploma or Degree in IT, economics, or related field
- Experience conducting interviews and focus groups preferred

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