



JOB OPPORTUNITY

We encourage diverse applicants because we believe having a staff that authentically reflects the communities we serve is critical to our ability to be culturally responsive.

Job Title:	Salesforce Administrator
Department:	IT/Operations
Reports To:	Information Technology Manager
Classification:	Part-time/Annual, Hourly/Non-exempt
Work Schedule:	Flexible; all remote (post-COVID on Bainbridge Island campus)
Rate of Pay:	\$24.00 per hour
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood (prorated for PT staff) including medical, dental, vision, life, LTD), HSA, Flex, 401k and generous paid time off benefits

Overview:

IslandWood's mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Salesforce Administrator is responsible for gathering business requirements and participating in a team environment to develop and implement projects for system improvements and enhancements for all IslandWood Salesforce users.

Primary Responsibilities:

- Providing daily administration and end-user support of the Salesforce environment.
- Improving Salesforce health by de-duping, mass updating and performing general data clean ups.
- Simplifying Salesforce by identifying and deleting unused tools.
- Assisting with the implementation of security practices by monitoring login and user activity, deactivating user accounts, auditing field and profile access and security permissions, and restricting and opening up data access as needed.
- Following best practices by testing configuration changes within the Salesforce Sandbox before deploying to Production.
- Working with the CRM team and end-users to customize, design and develop a Salesforce instance that meets the needs of departments and the organization.
- Implementing Salesforce projects from start to finish, including development, training lead, and maintaining documentation.
- Providing end-user support, troubleshooting, and assisting users with best practices to enhance and increase their knowledge of Salesforce.
- Staying current on Salesforce technology and releases.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.

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Salesforce Administrator

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Required Qualifications:

- One to two years of Salesforce administration experience or attainment of Salesforce.com Administrator Certificate
- Knowledge/experience with Salesforce CPQ (configure/price/quote) and Pardot (mass marketing).
- Effective communication and interpersonal skills
- Analysis and problem solving skills
- Ability to work in a team environment
- Knowledge of the entire Software Development Lifecycle
- Capable of prioritizing and managing assignments and projects to completion with minimal supervision
- Demonstrate IslandWood's core values that enable team and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand mission and impact
- Experience in engaging with diverse communities
- Must be able to comply with and maintain a smoke-free and drug-free work environment.
- Must pass child safety screening procedure; post-offer

Application Requirements:

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#)

By email to: employment@islandwood.org and state "Search for Salesforce Administrator" in the subject line

By mail to: IslandWood, Search for Salesforce Administrator, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 29 January 2021

Application Deadline: Open until filled

Start Date: March 2021

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.