

SALESFORCE COORDINATOR

Salary

From \$55,000 a year

Location and Schedule

This is a remote position. Normal operating hours are M-F, 8:30AM-4:30PM (CST). NCFH, Inc. is largely a remote working environment apart from specific positions that require a hybrid schedule and commute to our home office.

****Grant funded: this position is expected to end October 2024****

Benefits

The National Center for Farmworker Health (NCFH, Inc.) offers employees a strong benefits package that includes low health insurance premiums, paid vacation and holidays, tuition and professional development education reimbursement, employee assistance program, 401(k) matching and more! **This employee is eligible for benefits while in the role.**

About NCFH, Inc.

The National Center for Farmworker Health (NCFH) is a private, not-for-profit corporation located in Buda, Texas dedicated to improving the health status of farmworker families. We provide information services, training and technical assistance, and a variety of products to community and migrant health centers nationwide, as well as organizations, universities, researchers, and individuals involved in farmworker health.

Our Mission: To improve the health and wellbeing of farmworker families.

Our Vision: All farmworker families *will access* quality healthcare.

We Value:

- *Integrity and Respect* - We demonstrate integrity and respect in our working relationships and communications to enhance organizational goals.
- *Trust* - We create an environment of trust to create a welcoming, safe space in which to work and grow.
- *Unity* - We are unified in what we say and how we say it, to build momentum and together achieve success.
- *Personal Commitment and Accountability* - We commit to taking personal accountability and ownership to foster healthy relationships.

NCFH, Inc. is committed to the health and safety of our staff. We are taking COVID-19 precautions during in-office visits and events by following social distancing practices, mask wearing & hand washing. NCFH, Inc. is a smoke-free and drug-free workplace.

Department: Program Services

Job Type: Full-time

FLSA Status: Exempt

SHIFT: Day

Travel Required: None

Summary

This position is responsible for working with NCFH's Salesforce software and supporting NCFH program evaluation. This position will support the setup, testing, and maintenance of Salesforce infrastructure for the Food and Farmworkers Relief Grant Program (FFWR).

Qualifications, Education and Licensing/Certification

Required:

- Job duties require a professional level of knowledge in information technology, computer science, data management or related field at the educational/experiential equivalent of a bachelor's degree; 1-2 years of experience required.
- Salesforce product knowledge and hands-on experience with Salesforce required. Must demonstrate strong data management skills and a basic understanding of managing technology systems to support organizational efficiency.
- A high level of written and verbal communication skills, problem-solving skills, and strong organizational skills as well as the ability to work with multiple tasks are required.

Preferred:

- Experience working in nonprofits or with grant funding preferred.

Essential Duties and Responsibilities

- Responsible for monitoring access levels and user permissions
- Works with Manager in modification and implementation of Salesforce
- Responsible for running deduplication tools, importing new contacts and organizations, uploading training participant and evaluation results, and other regular data entry and maintenance activities in Salesforce
- Works with Manager and finance and administration team to sync integration of systems for administration of USDA FFWR grant
- Works with FFWR Programs to ensure FFWR Salesforce integration meets the needs of the program
- Assists Manager in providing training and TA to staff on utilization of Salesforce
- Assists Manager and FFWR Programs to provide training to external users for FFWR
- Works with Manager to troubleshoot user issues as they arise
- Builds and runs reports for grant reporting and at the request of staff for evaluation metrics
- Works with programs team to ensure quality data entry, including running audit processes for quality checks regularly
- Assists staff and external partners in developing outcomes and indicators to monitor progress towards goals
- Works with Evaluation Coordinator and Manager to complete grant reports and annual reports

Other

- Provides support to special projects
- Participates in NCFH Committees as appropriate

Nature and Method of Work

Work is professional level, requiring application of professional theory and practices. Duties are generally performed independently, with priorities and work plans developed by the employee's manager and monitored periodically. Communication with individuals in response to requests is moderate to high. The impact of the employees' work on the overall performance of NCFH may affect a large segment of the business and the goodwill of the organization.

Physical Ability and Work Environment

The employee is regularly required to perform work duties at an onsite office/designated home workspace for extended periods of time. The employee must have the ability to use a computer and other office tools with sufficient speed and accuracy. The noise level is usually low to moderate.

Leadership and Supervision

The employee receives direct supervision from the Evaluation and Research Manager. The employee does not provide direction to other staff.

Must be a U.S. citizen or have authorization to work in the United States. Must be at least 18 years of age.

All qualified applicants receive consideration for employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons.

By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service and contributing to the success of the organization's mission, its clients, and its employees. Failure to reveal any prior employer or to give false or misleading information on any part of this application for employment can result in disqualification for employment consideration, or, if hired, may be grounds for termination from NCFH, Inc. You understand that if hired, employment is for no definite time and may be terminated at any time without prior notice. Applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

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