



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Salesforce Assistant Volunteer:

Habitat for Humanity of Wake County needs an Salesforce Assistant volunteer to provide support to our office staff. This is a volunteer position that requires a commitment of around 10-20 hours a week.

Ideal candidate would have background in business or database work and must enjoy working in a learning environment. Please submit cover letter and resume to our Community & Volunteer Engagement Manager Christin Murphy (christin.murphy@habitatwake.org)

Our ideal candidate:

- Is invested in our organization's mission, goals, and accomplishments
- Has relevant experience in Salesforce CRM and related applications
- Has strong organizational and communication skills
- Is flexible and adaptable! In our work environment, priorities may change day by day
- Has great attention to detail and accomplishes tasks with diligence and accuracy
- Enjoys working with others and has a service-oriented attitude
- Is dependable and able to work on deadline.
- Has a bachelor's degree in the appropriate field or relevant work experience

Your tasks might include:

- Reviewing our use of the Salesforce system and recommending opportunities to automate and streamline our workflows with Salesforce
- Documenting Salesforce configurations and workflow processes
- Developing and maintaining workflows and configuring the system to support our team's needs
- Working with staff to develop reports and dashboards
- Leveraging Salesforce functionality to meet Habitat Wake's needs and to increase our efficiency and effectiveness
- Developing and prioritizing change requests, system alterations, and customization
- Mentoring and coaching staff to use Salesforce effectively
- Training end users in and providing ongoing training as new functionality is released

Dress Code: Business Casual

Reports To: SVP Finance/CFO