



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

JUNIOR SALESFORCE ADMINISTRATOR

DEPARTMENT: Executive

REPORTS TO: Director of Strategic Initiatives

STATUS: Part-Time

CLASSIFICATION: Nonexempt

WORK HOURS: Flexible

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Junior Salesforce Admin will support TreeHouse technology initiatives by collaborating with leadership to create a comprehensive Salesforce strategy and ensuring data quality across systems.

ESSENTIAL JOB FUNCTIONS

- Salesforce user management (Salesforce, Platform, 2 Communities)
- Create and implement strategies for data integrity (addresses, duplicates, consistency, etc.)
- Implement strategies for user adoption and engagement
- Build complex reports across departments
- Update reports/dashboards to focus on new FY dates and goals
- Org wide dashboard management
- Train new staff in Salesforce basics (including our system's customizations)
- Ensure Moodle & Salesforce data are in alignment
 - Dataloads from Moodle to Salesforce.
 - Awarding certificates in Moodle based on Salesforce data.
- Manage MobileCause to Salesforce integration/mapping
- Edit security/profiles with direction
- Edit page layouts with direction

- Build/edit custom objects with direction
- Recommend automation build out and adjustments

QUALIFICATIONS

- 3+ years database experience
- 1+ years Salesforce experience
- Report/query building experience
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality