



Job Title:	Salesforce Onboarding Administrator	Job Category:	Digital Systems Support (Volunteer Temp)
Department/Group:	Systems Support	Job Code/ Req#:	N/A
Location:	Remote	Travel Required:	None
Level/Salary Range:	Gift in Kind Tax Credit	Position Type:	Part-Time Volunteer (Temp)
HR Contact:	Tom Sasser	Date Posted:	December 15, 2021
Will Train Applicant(s):	Expertise required	Posting Expires:	Open until filled

External Posting URL:	External Posting URL
Internal Posting URL:	Internal Posting URL

Applications Accepted By:

<p>FAX OR EMAIL:</p> <p>tom.sasser@frontierhorizon.org Subject Line: Salesforce Onboarding Administrator</p>	<p>MAIL: N/A – ELECTRONIC SUBMISSION ONLY</p> <p>Name Company Name Address City, ST ZIP Code</p>
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Job Description

ROLE AND RESPONSIBILITIES

Frontier Horizon has been serving the needs of vulnerable peoples for more than 20 years, with an emphasis on orphaned and needy children. The organization is presently retooling its organizational structures and systems to align with best practices and elevate its capacity to serve. To that end we have secured Salesforce (SF) CRM. We are searching for a purpose driven, detail-oriented individual with implementation expertise in the Salesforce platform. The SF Onboarding Administrator would work in partnership with Frontier Horizon’s Contracted Salesforce architect People First CRM to administrate the internal “homework” assigned by People First. As such, the position would entail regular interviews with Frontier Horizon personnel and research into the tasks and preferred outcomes of all organizational programs and services with a goal of providing the necessary data needed by People First to architect the SF system for the FH context.

The SF Onboarding Administrator Position is a temporary role with a goal of completion to be realized by the end of the first quarter of 2022. This is a volunteer position, which does not provide monetary compensation. However, a tax-deductible receipt can be provided for the market value of services rendered.

Preferred skills, experience & disposition

- Salesforce implementation expertise
- Detail oriented disposition
- Creative solutions-oriented mindset



- Strength Finders, “Responsibility” designation a big plus
- Ability to manage complex task and deliver results in accordance to scheduled deadlines
- A passion for the mission of Frontier Horizon

Reviewed By:	Dr. Vincent Rosini	Date:	December 9, 2021
Approved By:	Tom Sasser	Date:	December 9, 2021
Last Updated By:	Tom Sasser	Date/Time:	December 9, 2021