



POSITION ANNOUNCEMENT

SENIOR COORDINATOR, INFORMATION TECHNOLOGY OFFICE OF ADMINISTRATION AND FINANCE

ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 10,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

The Senior Coordinator of Information Technology will mainly serve as the organizations Salesforce administrator, responsible for the day-to-day configuration, support, maintenance and improvement of our database. Working closely with fundraising, program management and marketing staff, the administrator will identify, develop and deploy new business processes. This role is part technical project manager, part administrator, part Salesforce analyst and 100% dedicated to our mission.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

The ideal candidate would have experience managing a Salesforce platform with a documented history of successful project completion. Demonstrated ability to understand and articulate complex processes. Ability to quickly master new technology. Strong understanding of the Salesforce platform, with the ability to build custom apps and objects, formula fields, processes, custom views, and other content of intermediate complexity preferred. Strong understanding of Salesforce best practices and functionality preferred.

ESSENTIAL FUNCTIONS OF THE JOB

Under the direction of staff, manage the implementation of practices and programs in accordance with the mission and goals of the organization though guidelines outlined.

- Serve as primary system administrator for the Salesforce environment.
- Focus the organization's use of data for what best serves the mission.
- Handle all basic administrative functions including user maintenance, modification of page layouts, generation of reports and dashboards, creation of new fields and other routine tasks.
- Gather detailed requests for improvements or changes to the system, and implement these changes as appropriate Automate processes using Salesforce tools such as process builder, flow automation, validation rules.
- Manage less complex Salesforce integrations - those not handled by a Salesforce Developer or Consultant/Partner.
- Identify, install and maintain appropriate apps from the AppExchange for event management, mass email, document merge, and more.
- Train new users and grow the Salesforce skill set across the organization.
- Document customizations made in Salesforce.
- Plan ahead for upgrades, seasonal releases and long term projects.

OTHER JOB DUTIES

- Required to attend SkillsUSA Illinois major events with partners in attendance.
 - L.E.A.D. (November) – 4-5 days, as needed.
 - The Championships: *Illinois Elite Career Competitions* (April) – 6-10 days
- In conjunction with staff, set and maintain a work schedule.
 - Allow for flexible working hours, working evenings and weekends as needed, based on office schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

WORK LOCATION: Headquarters Office (Pekin, Illinois)
Remote work for Illinois residents may be considered for this position.

IMMEDIATE SUPERVISOR: Director, Office of Administration and Finance

SUPERVISORY AUTHORITY: Related Contractors, Consultants and Volunteers
Others as assigned by the Executive Director/Immediate Supervisor

COMPENSATION: \$60,000 – \$70,000, commensurate with experience.
SkillsUSA Illinois current employment benefits:

- Health Insurance Plans
- Retirement Plan with 3% contribution of salary match.

Interested applicants should submit a letter of intent and résumé at:
<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.