DATA & SYSTEMS COORDINATOR

About the Organization: Building One Community ("B1C") is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C's mission is to advance the successful integration of immigrants and their families. The Data & Systems team manages data & cloud system technologies so B1C makes informed decisions about its programs and manages its operations efficiently.

Position: The **Data & Systems Coordinator** will support B1C with systems administration, user support and process improvements. The Coordinator will receive comprehensive training to develop sought-after technology skills that will lead to a successful career in information technology. This hybrid work position requires 30-40 hours per week and reports to the Data & Systems Manager.

Primary Duties:

- Build and manage standard Salesforce reports and dashboards for program users
- Provide Salesforce employee training and support
- Support program leaders with high level data analysis as needed
- Provide custom Salesforce reports for grant applications and reports
- Perform Salesforce bulk data uploads, manage users and conduct regular data cleansing & standardization measures; cross-reference data from various sources (Salesforce, DonorPerfect, Law Logix, US Census)
- Build forms and surveys using Microsoft and Gravity forms; produce post-survey reports
- Create new forms and plug-ins for website using WordPress, provide technical WordPress expertise to External Relations as needed
- Provide basic IT troubleshooting skills for employees, as needed

Qualifications:

- Bachelor's degree required
- Experience as CRM system user required; Salesforce experience a plus
- Advanced proficiency with Microsoft Office software, especially Excel
- Understanding of data lifecycle and data ethics
- Comfort finding and pulling data from reputable third party sources; SQL programming language a plus
- Experience with website builders like WordPress
- Spanish language familiarity/proficiency a plus
- Strong mathematical and analytic skills
- Resourcefulness at learning new technologies and applying them creatively
- Proven discretion at handling confidential systems information
- Belief in B1C's mission and goals

To apply, please submit your resume and a cover letter to jobs@b1c.org. No telephone calls please.

Building One Community is an Equal Opportunity Employer