

**JOB TITLE:**

Junior Salesforce Administrator

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 160 talented individuals, who together with our world-class clergy team, serve a membership of over 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

Reporting to the Senior Salesforce Administrator, the Junior Salesforce Administrator is responsible for the PAS Salesforce org and the systems that it interacts with on a day-to-day basis, ensuring that the data flow runs smoothly. As part of the role, the Junior Salesforce Administrator will work to understand how the synagogue uses Salesforce to enhance its operations across all functioning units with the emphasis on Development, Membership and Education. More importantly, the ideal candidate will expand the use cases for Salesforce into new areas for the institution that will guide and inform PAS's work and increase productivity, efficiency and data accuracy. The successful candidate will have a baseline of Salesforce knowledge that will allow them to administer Salesforce and apply that knowledge in new and different situations to drive forward their own understanding of what Salesforce can do, what PAS does, and the intersection of the two.

RESPONSIBILITIES:

- Manage 60 Salesforce users' profiles, roles, permission sets, and other administrative responsibilities.
- Build solutions in Salesforce to support a dynamic institution with expanding use cases, using Salesforce's declarative tools in collaboration with the internal stakeholders.
- Implement data quality and integrity procedures by de-duplicating and merging records.
- Serve as point person for the synagogue's FormAssembly instances, troubleshooting basic issues and ensuring standardization of interface and data flow.
- Perform Salesforce training and documentation to ensure users are well equipped to use the tools to effectively carry out the functions of their role.
- Move data into and out of Salesforce and transform as required, using the appropriate tools and data.
- Create reports and dashboards using Salesforce reporting tools.



- Assist with Pardot administration as necessary.
- Liaise with counterparts in other departments to understand and anticipate their needs.
- Keep abreast of Salesforce product and feature updates, including release updates.

QUALIFICATIONS:

- 3-5 years of professional experience as a Salesforce administrative support.
- Salesforce certified administrator or Salesforce advanced administrator certification. Salesforce Platform App Builder certification preferred.
- Demonstrate the understanding and implementation of business workflows and processes.
- Experience with data migration and manipulation.
- Experience with data analysis, dashboarding and data flow analysis between systems.
- Problem-solving abilities to identify and troubleshoot issues as they arise.
- Ability to communicating with all user levels of the synagogue.
- Excellent interpersonal skills with demonstrated ability to collaborate effectively across different functional units.
- Sound ethical judgment and the ability to be trusted to work with sensitive information.
- Detail-oriented with excellent organization and project management skills.
- Experience using Pardot, and/or Zapier preferred. Ability to adopt and learn new systems quickly i.e., FormAssembly, Shul Cloud etc...
- This position is in-person. PAS has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, employees are required to be vaccinated. The policy is subject to change due to the evolving circumstances of the pandemic.

COMPENSATION/BENEFITS

\$90,000 - \$110,000, commensurate with experience. A comprehensive benefits package, including Health Insurance, Health Saving Account, Retirement Plan, Life Insurance, Flexible Spending Plan, Vacation/Sick PTO, and Medical/Family Leave.

Park Avenue Synagogue is the place for you if you want to work with colleagues who are dedicated and motivated and who will support you along the way.

Qualified candidates should submit a brief cover letter and a resume to Zawnia Dehaney, Director of Human Resources at jobs@pasyn.org.

Frequently cited statistics shows that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Park Avenue Synagogue encourages you to break the statistics and apply.