



Call for Volunteer Salesforce Administrator

SASA is looking for a Volunteer (unpaid) Salesforce Administer to assist several SASA teams in implementing Salesforce into their everyday functioning. This position is most well-suited for someone with a background in Salesforce who is interested in further developing their skills or gaining professional experience working with a nonprofit. They must be flexible, adaptive, and comfortable working independently as new projects and tasks emerge.

Salary: unpaid

Duration: ongoing volunteer

Hours: 10 hours per week

Application Deadline: ongoing

Location: remote with regular weekly meetings online

Skills Needed: Salesforce | Hard-working | Independent | Self-motivating | Interpersonal

Position Description & Responsibilities:

As Salesforce Administrator you will work to implement Salesforce's technology for the following teams:

- Creating volunteer/intern recruitment tracking
- Implementing a sociological research database
- Setting up tracking for our mentorship program
- Updating tracking for our fundraising team

Examples of responsibilities include:

- Creating Salesforce infrastructure for organization and tracking of SASA online programming
- Communicating created improvements to other teams
- Create easy-to-use outlines for teams to understand and utilize Salesforce
- Perform Salesforce trainings for other SASA personnel
- Attending meetings with SASA Director David Danzig

Requirements:

- Admin experience with Salesforce

- Experience building Salesforce Reports, Dashboards, Custom Objects, Flows
- Flexible thinking in the use of databases for digital management of non-sales activities

Additional experience:

- Apex coding is a plus

To apply, please send your resume and cover letter to recruitment@saveancientstudies.org.

About SASA

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns, save for some few project positions paid for through grant funding. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuit.

Property of Save Ancient Studies Alliance - SASA, 2023