

**Contractor Position Description: Integration Contractor**

Position title: Integration Contractor  
FLSA Status: Independent Contractor / 1099  
Department: Operations  
Reports to: Senior Production Associate  
Project term: 12 weeks, estimated 10 hours per week  
Budgeted rate: \$55 per hour

**SUMMARY**

The Pacific Council seeks to hire an Integrations Contractor to help our operations team implement new softwares, train staff to be knowledgeable of new technologies, and streamline our current tech processes.

The Integrations Contractor will be responsible for conducting individual and guided research to source implementation methods for new softwares, develop training guides, assist staff with the implementation process, and learn about industry best practices. This person will work closely with the Operations Team to execute projects, and will occasionally work with other members of the Pacific Council staff.

**DUTIES AND RESPONSIBILITIES**

*Customizations & Integrations (70%)*

- Design and configure workflows to automate membership billing processes in Salesforce.
- Perform integration of an event registration platform (ex: MobileCause) and a payment processing application (ex: Stripe) with Salesforce.
- Perform Integration of third party applications (Drip and MixMax) or other applications for automated email & workflow tracking.
- Perform Pandadoc/Salesforce application integration to automate document creation in Salesforce (ex: gift receipts).
- Perform Salesforce/Google Suite integration.
- Perform Qualtrics/Salesforce integration

*Project management (20%)*

- Work cross-functionally with Operations, IT and other key stakeholders and build solutions based on their needs.
- Provide project updates, documentation, training etc. for new Salesforce customizations.

*Research (10%)*

- Conduct research to identify the best option for automated event registration integration and payment processing in Salesforce.
- Conduct research to determine the best option for the design & implementation of workflows for automated email and workflow tracking.
- Identify opportunities for enhancements for existing processes (ex: GSuite integration)

**REQUIREMENTS & QUALIFICATIONS**

- Minimum two years of experience as a Salesforce administrator or consultant
- Proven ability to design and implement new processes and facilitate user adoption
- A documented history of successfully driving projects to completion
- A demonstrated ability to understand and articulate complex concepts
- Basic SQL skills (understanding and writing queries)
- Strong data management abilities
- Well rounded tech skill set, including: systems administration, application development and scripting, user support, and cloud implementation and integrations
- Strong understanding of the Salesforce.com platform, with the ability to build custom apps and objects, formula fields, workflows, custom views, flows, and other content of intermediate complexity
- Excellent interpersonal and communication skills
- Ability to work independently and in collaborative teams
- Strong attention to details in order to support platform users
- Learn our business fast - Salesforce touches almost every part of the business so you will need to ramp up quickly

**PREFERRED QUALITIES**

- Salesforce.com Admin certification
- Salesforce Platform Developer certification(s)
- Experience working with Salesforce APIs and Web Services

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

In all our practices, the Pacific Council has stated the intention or policy ([pacificcouncil.org/inclusivity](http://pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional.

**ADDITIONAL CONTRACT DETAILS**

- This contract term is set for 12 weeks at an hourly rate of \$55
- Estimated workload is 10 hours per week, with the possibility of renewal
- All contract work will be conducted remotely
- This is a 1099 independent contractor arrangement
- Contractors must provide their own equipment

**TO APPLY:** Email cover letter and resume [hr@pacificcouncil.org](mailto:hr@pacificcouncil.org) using the subject line “Contractor Position: Development Research Assistant” No phone calls, please.