



## **Junior Nonprofit Salesforce Administrator**

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

Radiant Health Centers (RHC) seeks an experienced Junior Nonprofit Salesforce Administrator to join our development team. This position will be responsible for the day-to-day configuration, data entry, support, maintenance, and improvement of our database.

The Junior Nonprofit Salesforce Administrator is responsible for

- Serve as the primary system administrator for the Salesforce environment with 10 users.
- Handle all basic administrative functions including data entry, data integrity, 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, approval processes, validation rules, and Nonprofit Success Pack features such as engagement plans and levels.
- 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, donation handling, donor prospecting, and more.
- Train new user and grow the Salesforce skill set across the organization.

## **How to Apply**

To apply for the Junior Salesforce Administrator position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to [losorn@radianthealthcenters.org](mailto:losorn@radianthealthcenters.org).
- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

RHC is an Equal Opportunity Employer