

Needed: Webmaster and Database Administrator
Reporting to: PERIOD. Operations Manager
Location: Remote, with occasional time at Portland, OR offices
Compensation: \$20/hour
Time Requirement: up to 15 hours/week

Responsibilities

The Webmaster and Database Administrator will work across all levels of the organization to update and maintain PERIOD.'s websites and keep the various backend databases, forms and CMS systems up to date by maintaining synchronization across the softwares used for internal and external operations.

Webmaster:

- Keep up to date operating procedures for using Craft CMS and tutorials
- Update the CMS appropriately for events, campaigns, or announcements.
- Removing depreciated links or forms and making sure hyperlinks are appropriately associated
- Work with staff leadership and communications manager to ensure brand cohesiveness
- Maintain and update the chapter portal in conjunction with the chapter programs team

Data Systems Engineer:

- Keep Salesforce, Mailchimp, Hustle, Classy, Typeform and other team softwares up to date to ensure cross compatibility
- Ensure that an automated database syncing program is running at least every other day. (During high volume application and vetting periods once a day is more appropriate.)
- Make sure all external-facing forms are populating into salesforce and mailchimp
- Assist development/fundraising department to ensure that payment processors are feeding into Salesforce and that totals match up with our accounting software
- Make sure email automations are functioning correctly: This includes the syncing of Salesforce into various Mailchimp Audiences, making sure that donors receive acknowledgements for online donations, and ensuring the chapter email list is up to date and new chapters are receiving the appropriate information.
- Upload all forms, contacts, donor data and other information to various databases consistently