



Data Administrator (Salesforce)

Are you wild about animal conservation?

Do you want to be a part of an international foundation raising awareness and funds for the critically endangered orangutan?

Do you have Salesforce Database experience?

BOSA has a Salesforce CRM and we're searching for a volunteer database administrator to assist with our newly implemented database. Salesforce admin experience essential - location flexible - approx. 2 hours per week.

Key functions:

- Ensuring consistent management of the database including data integrity and duplicate management
- Ensuring users can access data in a form that suits their needs
- Ensuring provision for data security and recovery control
- Preparing reports or data exports as requested
- Project management of any issues with the database, liaising with external stakeholders as necessary

Selection criteria:

- Experience operating in salesforce on an administrator level
- Experience with automated marketing software, e.g. AutoPilot
- Experience liaising with Salesforce developers and implementation partners
- Highly motivated self-starter with an ability to prioritise tasks, forward plan, meet deadlines and deliver results.
- Hands-on results orientated.
- Excellent interpersonal, written and verbal communication skills.
- Interest in protecting the environment and a commitment to BOSA philosophy and mission.
- Ability to work autonomously

Please apply with your CV and a cover letter addressing the selection criteria to fundraising@orangutans.com.au.

About us

Borneo Orangutan Survival Australia (BOSA) is the Australian division of the Borneo Orangutan Survival Foundation (BOSF) an international organisation that speaks and acts on behalf of orangutans who can't.

We raise funds to support initiatives to protect this amazing primate who share 97 per cent of our DNA.

We are totally dependent on support from our donors to help rescue, rehabilitate and release the magnificent orangutan and protect and secure their rainforest home now and in the future. To learn more about us and the work we do visit www.orangutans.com.au