NationBuilder Administrator

Engineers for a Sustainable World

Overview

ESW is striving to have a measurable impact on 100 communities a year (and 500 a year by 2030) and your role is crucial in ensuring that our people data stays up-to-date and secure that helps us spreading the word and empowering more people to participate in ESW sustainability initiatives.

The Nationbuilder Administrator will be an expert and partner in all things related to our Nationbuilder database that we use to keep track and stay in touch with our members and supporters. In this volunteer role you will build processes to make Nationbuilder more efficient and user friendly for our volunteers and members. In addition you will ensure that our database is built in a way that allows the team to leverage the tool for reporting, communication, and marketing efforts.

This position is flexible, and can accommodate work and school schedules. To apply, please send your resumé/CV to apply@eswusa.org. Feel free to add a short "Why me" (up to 150 words), as we would love to know you better! Please contact us with any questions you may have as well.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is a nonprofit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

Responsibilities

- Build and manage new processes and admin restrictions that clean up the workflows and record keeping within the database;
- Own adding and removing user accounts when volunteers join and leave the organization;
- Manage troubleshooting with the team when they are having technical challenges within Nationbuilder;
- Help users develop or fine-tune reports so they yield meaningful metrics;
- Troubleshoot email campaigns, workflows, approval cycles, or auto-responders that generate excessive bounced mails;
- Expand or refine sharing rules and access privileges so records can be properly viewed and manipulated (while keeping the "special fields" locked or hidden altogether);
- Fix data records that have somehow been set with record types or ownerships that make them inaccessible to users.

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Qualifications

- Technical experience with Nationbuilder ideally, or other database management systems;
- Excellent communication and people skills with an ability to balance priorities;
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom);
- Able to work well independently and on a team, establish and meet deadlines, prioritize tasks;
- Passion for sustainability and technical problem solving;
- Comfortable working in a remote, virtual team environment;
- Comfortable working in a dispersed team across multiple time zones.

ESW does not discriminate on the basis of sexual orientation, gender, gender identity, race, ethnicity, age, religion, or economic background. Further, we strongly encourage individuals from traditionally underrepresented identities to apply, including identities not explicitly named above. If there are any considerations or qualifications not acknowledged in our job description that you feel are important and relevant to this position, we encourage you to bring them to light in your application.

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