



# WeCo Accessibility Services Position Description

**Job Title:** Salesforce/Business Certification  
Administrative Specialist

**Department:** Client Relations

**Reports To:** Director of Client Relations

**Employment Status:** Contract/  
Temporary to Permanent

## About WeCo

WeCo is a digital service company which helps organizations make websites/software/mobile applications accessible by providing them with direct access to subject matter experts who live with disabilities. We are a company founded and staffed by digital technologists who live with disabilities with a strong outreach to professionals who live with disabilities. WeCo is an equal opportunity employer with a dual mission of helping organizations create accessible digital venues and providing career opportunities to talented professionals who may be overlooked by traditional work environments.

To learn more about WeCo, visit our web site at: [www.theweco.com](http://www.theweco.com)

## What Makes WeCo Unique

Digital Accessibility by WeCo is an equal opportunity employer that recognizes the value of the unique insights and experiences of people living with disabilities in the workplace.

Some WeCo roles include a legal bone fide requirement, or preference, under State of Minnesota law, of living with a disability, as part of a subject matter expertise. See Subd 3 "Exceptions" here: [Sec. 181.938 MN Statutes](#).

## Team Inclusion and Perks

WeCo's teams thrive in a welcoming, truly inclusive and respectful work environment. We are made up of individuals that represent a wide variety of backgrounds and disabilities. We value our differences and view them as a skill set in delivering our unique services and mission. Perks include:

- A company culture that empowers through mission and core values.
- The ability to work from anywhere, in WeCo's robust, and accessible, virtual office.
- Flexible work hours.
- Robust and easy to access reasonable accommodation process.
- Competitive compensation.
- Encouragement to take ownership of your role, and pride in your work.
- A level of deep professional trust between coworkers.

## Position Purpose

The **Salesforce Administrative Specialist** is a vital member of WeCo's Client Relations Team who assists our Client Relations Specialists in reaching their sales and customer service goals. This role also helps the team foster new, and nurturing existing, client relationships.

## Position Type

This role is a part-time contract position with a weekly time requirement of 15-20 hours. We are currently posting this position as temporary, with the possibility of a permanent role for future consideration.

## Skills, Traits and Competencies

We are seeking candidates who are highly capable for this role. It's also important to that this person mesh well with WeCo's internal Core Values (*Core Values posted at end of this document*), be passionate about helping us deliver on [our mission](#). For this role we're seeking people who are:

- Relentlessly meticulous.
- Enjoy metrics and data tracking.
- Take pride in generating flawless reports, applications, and slide decks.
- Innovative and enjoys making improvements.
- View output as a shared team effort.
- An active listener who thrives in a team environment.

## Position Duties

### Salesforce Administration

- Maintain Salesforce data for sales and client management including:
  - Data input
  - Pipeline management
- Generate Salesforce reports for weekly meetings and upon request.
- Assist Client Relations Team members in obtaining Salesforce data needed for their roles.
- Suggesting ways Salesforce data can be used to increase team productivity and sales as well as improving customer service.

### Sales Support

- Construct client sales proposals.
- Construct client proposal slide decks.

### Business Certification and Vendor Registration Management

- Completing new business certification and vendor procurement registration applications.
- Managing and updating existing business certifications and vendor registrations.

Other duties as deemed necessary, and agreed upon, for the position.

## Desired Results

The qualified candidate for this role will be focused and driven to deliver the following results:

1. Timely and accurate Salesforce metrics.
2. Flawless proposals and proposal presentation slide decks.
3. Capable of producing reporting metrics in an instant.
4. Timely and accurate completion of new business and vendor certification applications.
5. Well-maintained business and vendor certification records.
6. Strives to be innovative in their role, and work towards improvements.

## Position Requirements

1. [Credentialed Salesforce Administrator.](#)
2. 3-years' Salesforce experience preferred. Maximum 2-years since last role
3. Adept at learning new Salesforce applications and suggesting improvements to our current use of the system.
4. Highly experienced and possessing advanced knowledge of the following software programs: Microsoft Word, Excel, and Power Point.
5. Experienced and highly capable in generating flawless report and proposal documents as well as slide deck composition.
6. 2-years' in records and certification management, including business certification and vendor application management, or similar experience. (Corporate procurement registration, WOBE, B Corp, etc.)
7. Strong written and expressive (the ability to speak is not necessarily required) skills.

## Applicant Preferred Competencies

Preferred competencies include the above position requirements and these additional competencies.

1. [Credentialed Advanced Salesforce Administrator.](#)
2. 5-years or more Salesforce experience. Maximum 2-years since last role.
3. Extensive experience in records, procurement, and certification management.
4. Prior experience, in either a professional or volunteer setting, working with or alongside people/professionals who live with disabilities.
5. Experience and/or training in accessible Microsoft document practices.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and have the ability to communicate in some way.

## Work Environment

WeCo offers a robust, and accessible, virtual office allowing our staff and contractors to work from anywhere inside the United States.

NOTE: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in our St. Paul Minnesota office work environment is usually quiet.

## Compensation

WeCo is offering a contract rate of \$35-50 per hour for this position, 15-25 hour weekly.

## How To Apply for this Position

All applicants must follow these steps to be considered for this position.

1. **Complete a WeCo Application**
  - a. A resume is required in the application
  - b. Professional references are required in the application
2. **Application:** <https://wecoadmin.wufoo.com/forms/zdf7un40rpfng/>

**The application process will close on September 18, 2023, or when the position is filled.**

Please reach out to [hr@theweco.com](mailto:hr@theweco.com) if you require an accommodation during the application process.

## WeCo's Internal Core Values

1. We're **undaunted and fearless**: tenacious against all obstacles.
2. Our compass is **Integrity and humility**: doing the right thing for the right reason, in a spirit of service to others.
3. **Precision** is in everything we do: because doing good is worth doing well.
4. **We fail forward**: we aren't afraid to reach higher to be more than we are today and learn from the lessons our mistakes offer.
5. **We are each other's pride and joy**: each team member brings equal value and worth to the table, enjoying our work, and each other, every day.