

WORK VAPOR

Job Link: <https://workvapor.com/jobs/temporary-freelance-salesforce-data-administrator-consultant-232662/>

HIRING ORGANIZATION

Community-Word Project

EMPLOYMENT TYPE

Contractor

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 10/28/2026

TEMPORARY FREELANCE SALESFORCE DATA ADMINISTRATOR / CONSULTANT

BASE SALARY

USD 35 - USD 40

DESCRIPTION

Job Role: Temporary Freelance Salesforce Data Administrator / Consultant

Company: Community-Word Project

Location: New York State

Work Mode: Remote

Pay: \$35 per hour

Employment Type: Temporary Contract / Freelance

Expected Workload: Around 25 hours per month

Contract Period: Through March 15

Reports To: Director of Development

Experience Required: 3–5 years of Salesforce data management experience

Application Email: jobs@communitywordproject.org

About the Company

Community-Word Project is an organization focused on creative learning and community engagement. It works to build an inclusive environment for its students and employees.

The organization values diversity and equal opportunity. It aims to address inequality through its work.

Job Overview

Community-Word Project is hiring a temporary freelance Salesforce Data Administrator. The ideal candidate will manage data and improve reporting.

You will help keep Salesforce data accurate and organized. You will also build reports and

dashboards. The role is remote and requires strong technical skills.

Key Responsibilities

1. Data Quality and Governance

- Maintain accurate Salesforce records.
- Review and clean existing data.
- Find and remove duplicate records.
- Set data quality standards with department leaders.
- Maintain data validation processes.

2. Data Management

- Manage data imports and exports.
- Support complex data migration projects.
- Identify opportunities to automate workflows.
- Build approved automations.

3. Reports and Dashboards

- Create Salesforce reports and dashboards.
- Understand reporting needs across departments.
- Make reports easy to use.
- Train employees to use reports and dashboards.
- Help teams make decisions using accurate data.

4. Salesforce Support

- Help automate donor and funder email communications.
- Resolve data and reporting issues.
- Answer user questions about Salesforce.
- Explain how system changes affect reports and data.
- Advise the team on Salesforce data management.

Required Qualifications

- 3–5 years of hands-on Salesforce experience.
- Strong knowledge of Salesforce reports and dashboards.
- Experience with Salesforce Lightning.
- Knowledge of Salesforce data management tools.
- Understanding of standard and custom objects.
- Knowledge of fields and record types.
- Familiarity with validation rules and data security.
- Experience with data cleansing and governance.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication.
- Ability to work independently.
- Good time management and attention to detail.

Preferred Qualifications

- Salesforce certifications.

- Experience with data cleansing and enrichment tools.
- Experience integrating Salesforce with other platforms.
- Familiarity with Ebsta, GoFundMe/Classy, Mailchimp or Asana.
- Basic knowledge of SOQL.
- Experience in the nonprofit or creative sector.

Work Schedule and Compensation

- Pay is \$35 per hour.
- The position is temporary and freelance.
- Work is fully remote.
- The expected workload is around 25 hours per month.
- Work hours may increase during busy campaign periods.
- The organization's main campaigns run from November through May.

How to Apply

Send your resume and a brief cover letter to the email below.

Email: jobs@communitywordproject.org

Include these details in your application:

- Your Salesforce data management experience.
- An example of a complex reporting or data cleanup project.
- Your current availability.

Equal Opportunity Statement

Community-Word Project is an equal opportunity employer. It welcomes applicants from diverse backgrounds. The organization is committed to maintaining an inclusive workplace.