

## JOB ANNOUNCEMENT

### *Technical Specialist*

#### Organization Description:

The Contingent is a 501(c)(3) venture nonprofit organization focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception, we have leveraged the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

From mentoring, to mobilizing volunteers, to restructuring systems that have been designed to work for some at the expense of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit [thecontingent.org](https://thecontingent.org), or [read about our investments in using Microsoft's platforms to make an impact in our communities](#).

#### Position Summary:

Do you love using technology to solve complex problems? Would you like to see your technical solutions create a significant impact across communities?

The Technical Specialist will work alongside our Director of Technology, Data & Evaluation, as well as our tech team members, initiative staff and third party partners to continue developing the platforms at the core of our operations.

As The Contingent seeks to demonstrate excellence in mobilizing community and empowering leaders across Oregon, the need for investing heavily in our technology platforms is absolutely imperative. We've leveraged the Microsoft Dynamics 365 / Power Platform / PowerApp / Azure ecosystem along with a handful of other 3rd party applications to build technology solutions for good.

The Contingent is looking for a Technical Specialist who is enthusiastic about creating solutions, has an appetite to learn and run alongside a nonprofit organization that is taking the dare to make a significant impact. The ideal candidate possesses a strong technical acumen, demonstrates attention to detail, and a drive to learn and grow in their skillsets. The Technical Specialist will tenaciously pursue efficient and effective solutions by continually improving the tools our initiatives staff and community members are accessing. The Technical Specialist is creative, curious, collaborative, and highly communicative.

\*This is a full time 1099 Contractor opportunity.

### Duties & Responsibilities:

- Working with the Director of Technology, our Technical Project Manager, Tech Team and other vendors on regular Scrum calls to gather and document user requirements
- Utilizing Asana as our central project/task management tool to provide progress updates
- Effectively communicate appropriately to stakeholder(s) when encountering roadblocks, when tasks or projects are at risk of not meeting agreed upon deadlines
- Developing solutions using the Microsoft PowerApp/D365/Azure ecosystem and other 3rd party solutions to support our initiative staff and enhance the community experience using our platforms
- Deploying solutions and updates in a systemic manner, documenting changes to ensure all parties are aware of all aspects that are being addressed, changed, or modified with each version
- Troubleshooting issues as they arise
- Documenting and producing training materials to ensure longevity in our platform design, cross-training with our other team members

### Knowledge, Skills, and Abilities:

- Experience working with Microsoft's Power Platform, Microsoft Dynamics 365, PowerApps, Azure or in other CRM Administration is preferred
- Hungry to learn, willing to self-educate and soak in training materials to identify the most effective and sustainable solutions using the tools we're invested in
- Proficient in programming languages is a plus

### Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#), [Know Me Now](#), [Emerging Leaders](#), and [Survival Is Not Enough \(SINE\)](#)
- Relates well and works effectively with diverse groups of people who represent the wide range of ethnic, cultural, and socio-economic backgrounds
- Commitment to increasing the diversity of leadership around the state of Oregon
- Flexible and receptive to constructive feedback
- Self-motivated and team-oriented
- Administrative and documentation-oriented
- Creative and resilient
- Naturally positive attitude, with a love for helping people
- Legally eligible to work in the United States

### Employment Terms, Accountability, and Compensation:

- Full-time 1099 Contractor
- Hourly rate of \$35-\$55/hour based on experience
- Work with our local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families
- Flexible work environment, 100% remote so long as the Technical Specialist is generally available during business hours, 8am-5pm Pacific Time for scheduled video call meetings

### Anticipated Start Date:

October 19th, 2021

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
  - First and Last name
  - Role
  - A brief description of their relationship to you
  - Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed with a subject line containing “**Technical Specialist Application Materials**” sent to [p.kim@thecontingent.org](mailto:p.kim@thecontingent.org) and [hiring@thecontingent.org](mailto:hiring@thecontingent.org).