

## JOB ANNOUNCEMENT

### Technical Specialist

#### Organization Description:

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

The position detailed below supports The Contingent’s expanding initiatives, which currently includes [Every Child](#), [Emerging Leaders](#), and [Survival Is Not Enough \(SINE\)](#). As context, Every Child Oregon is a statewide initiative focused on providing tangible and systemic supports for those impacted by foster care. Every Child is a part of what we call the Mobilizing Communities Division at The Contingent. Our other division, The Empowering Leaders Division, focuses programmatic work on increasing social mobility for rising leaders of color and low-income, rural Oregonians through Emerging Leaders and SINE. Starting in January 2023, The Contingent will publicly launch efforts beyond the state of Oregon and celebrate formal partnerships with additional states.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost 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](http://thecontingent.org).

*\*If interested candidates would like to learn more about The Contingent’s work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent’s Executive Director of Organizational Development, Kelly Bartz [k.bartz@thecontingent.org](mailto:k.bartz@thecontingent.org) for additional information.*

#### Position Summary:

Do you love using technology to solve complex problems? Would you like to see your technical solutions [scale social impact](#) across the United States?

As The Contingent seeks to demonstrate excellence in mobilizing community and empowering leaders, the need for investing heavily in our technology platforms is imperative. We’ve leveraged the [Microsoft Dynamics 365 / Power Platform / PowerApps / Azure](#) ecosystem along with several third-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 will work alongside our Director of Technology, as well as our tech team members, initiative staff and third-party partners to continue developing the platforms at the core of our operations. The Technical Specialist is creative, curious, collaborative, and highly communicative.

They possess an appetite to learn and run alongside a nonprofit organization that is taking the dare to create counter systems to shift the ways our society operates and scale our efforts in partnership with other organizations across the country.

The ideal candidate possesses strong written and verbal communication skills, demonstrates a keen attention to detail, and a drive to learn and grow in their skillsets. The Technical Specialist will tenaciously peruse our platforms, dive into the back-end solutions, and seek to identify opportunities for growth and improvement to strengthen our infrastructure. Thriving in an [agile environment](#), the Technical Specialist will aspire to bring new, fresh ideas to the table, continue to innovate and iterate upon the existing solutions with an emphasis on designing a streamlined User Experience (UX) within our User Interfaces (UI).

### Duties & Responsibilities:

- Working with the Director of Technology, our Tech Team, and partners to gather and document user requirements
- 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
- 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
- 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\*\*:

- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, religious, and socio-economic backgrounds throughout Oregon and across the country
- Hungry to learn, willing to self-educate and soak in training materials to identify the most effective and sustainable solutions using the tools we are invested in
- Adaptable to changing situations and processes
- Strong problem-solving skills
- Strong organizational skills
- Experience training others on using technical tools is preferred
- Experience working with Microsoft's Power Platform, Microsoft Dynamics 365, PowerApps, Azure or another CRM platform preferred
- Experience with SharePoint and Microsoft Teams is preferred
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficient in Asana or other task and project management software

- Proficient in programming languages such as JavaScript, C#, C, C++, PHP are preferred but not required
- Able to work in a fast-paced environment

### Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#), [Emerging Leaders](#), and [Survival Is Not Enough \(SINE\)](#)
- Flexible and receptive to constructive feedback
- Self-motivated, flexible, receptive to constructive feedback and team-oriented
- Naturally, positive attitude, with an optimistic approach to problem solving
- Ability to articulate a position on the importance of faith communities engaging vulnerable children, youth, and families
- Demonstrated commitment to diversity, equity, and inclusion
- Deep commitment to serving vulnerable kids and families and those who work with them
- Work with our local and national team of other passionate professionals committed to improving outcomes for children, youth, and families

### Employment Terms, Accountability, and Compensation:

- Full Time Salaried role offered at a range of \$75,000-\$85,000 per year depending on experience
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee) generous paid holiday, vacation, sick, personal, and parental leave, flexible work environment
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. Starting on October 1, 2021, The Contingent requires all employees to be fully vaccinated
- Legally eligible to work in the United States

### Anticipated Start Date:

November 1, 2022

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
  - o First and Last name
  - o Role
  - o A brief description of their relationship to you
  - o 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**” to [hiring@thecontingent.org](mailto:hiring@thecontingent.org) and CC [p.kim@thecontingent.org](mailto:p.kim@thecontingent.org).

*All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.*

***\*\*“Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.”***

Equal Opportunity Employer