



POSITION ANNOUNCEMENT

SENIOR COORDINATOR, INFORMATION TECHNOLOGY OFFICE OF ADMINISTRATION AND FINANCE

The Youth Workforce Development Foundation and SkillsUSA Illinois are committed to building a team of passionate, mission-driven individuals who excel in collaboration, innovation, and continuous learning. We seek candidates who not only bring strong technical expertise but also embody the values and skills needed to advance our mission and make a lasting impact. Join us in creating meaningful change through teamwork and dedication to excellence.

ORGANIZATIONAL OVERVIEW

The Youth Workforce Development Foundation (YWDF) is committed to shaping the future of America's workforce by building sustainable talent pipelines that connect education with industry. Our mission is to empower young individuals with the personal, workplace, and technical skills necessary for personal and professional success.

Among our flagship initiatives is SkillsUSA Illinois, a leading program that champions skilled trades and workforce readiness. SkillsUSA Illinois prepares students to become skilled professionals, career-ready leaders, and engaged community members. Serving over 10,000 students and instructors across Illinois annually, YWDF and SkillsUSA Illinois are dedicated to fostering partnerships that drive innovation, create equitable access, and develop a robust, prosperous workforce.

With significant growth anticipated over the next three years, we remain steadfast in supporting the next generation of leaders in achieving their full potential.

POSITION SUMMARY

The Senior Coordinator of Information Technology will primarily act as the organization's CRM (Salesforce) Administrator while managing and enhancing the organization's technology infrastructure. This role encompasses the configuration, support, maintenance, and continuous improvement of Salesforce and related systems. Working closely with fundraising, program management, and marketing teams, the Senior Coordinator will identify opportunities, implement solutions, and improve business processes to optimize operations. This position plays a vital role in advancing the organization's mission through innovative and efficient technology solutions.

MINIMUM QUALIFICATIONS

- Proven experience managing a CRM platform (i.e. Salesforce), with a track record of successful project completion that meets the needs of stakeholder digital experience.
- Demonstrated ability to understand and articulate complex processes and implement effective solutions.
- Ability to quickly learn and apply new technologies.
- Strong understanding of the CRM platforms, including the ability to build custom apps, objects, formula fields, processes, and custom views.
- Familiarity with CRM best practices, functionality, and tools.

ESSENTIAL FUNCTIONS

Under the direction of staff, manage the implementation of practices and programs in accordance with the mission and goals of the organization through guidelines outlined.

System and Salesforce Administration

- Serve as the primary administrator for all IT systems, including Salesforce.
- Manage user maintenance, system configuration, page layouts, and routine updates.
- Create and maintain Salesforce fields, reports, dashboards, and automation using Salesforce tools.
- Plan and execute system upgrades, seasonal releases, and long-term IT initiatives.

Program and Data Management

- Leverage IT systems to enhance organizational processes and align data usage with the mission.
- Identify, implement, and maintain tools and apps.
- Ensure data integrity and compliance while generating reports/dashboards to support decision-making.



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ESSENTIAL FUNCTIONS (con't)

Project Management

- Plan, execute, and oversee IT projects, ensuring they are completed on time, within scope, and on budget.
- Collaborate with vendors, consultants, and service providers for efficient project delivery.
- Manage system improvement requests and implement less complex Salesforce integrations.

Training and Support

- Train staff on IT systems, including Salesforce, and provide ongoing technical support.
- Build Salesforce proficiency across the organization and document system customizations.
- Develop and maintain comprehensive documentation for IT systems and policies.

OTHER JOB DUTIES

- Attend major SkillsUSA Illinois events, such as:
 - The Championships: *Illinois Elite Career Competitions* (April): 5–8 days
- Establish and maintain a flexible work schedule to accommodate evenings and weekends for meetings and events as necessary.
- Perform other duties as assigned by the Executive Leadership or Immediate Supervisor.

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| WORK LOCATION: | Headquarters Office – Pekin, Illinois <i>Remote work for Illinois residents may be considered.</i> |
| IMMEDIATE SUPERVISOR: | Director, Office of Administration and Finance (<i>vacant</i>) Executive Director (<i>current</i>) |
| SUPERVISORY AUTHORITY: | Specialist, Information Technology Contractors, consultants, and volunteers as assigned. |
| COMPENSATION: | Annual salary range of \$57,750 - \$67,750. SkillsUSA Illinois current employment benefits: <ul style="list-style-type: none">• Health Insurance Plan• Retirement Plan with 3% contribution of salary match |

Interested applicants should submit a letter of intent and résumé at:

<http://bit.ly/skillsusail-apply>

The Youth Workforce Development Foundation and SkillsUSA Illinois, Inc. are equal opportunity employers. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.