



## **Salesforce Associate Instructor – Part Time**

The Buffalo Center for Arts and Technology is seeking a part time Salesforce Instructor to teach a BPSS-approved Salesforce associate training curriculum as part of a 20-week (120 hour) course to 12-15 adults ages 18-60. The instructor will train students on how to manage the day to day running of an organization's Salesforce CRM including system administration, support and continuous improvement, as well as instructing others on the use of the Salesforce platform.

Classes will run from **Jan. 24 - March 31; May 2-July 13, 2022** be held at the Seneca One Building, 1 Seneca St, Buffalo, NY 14203, which is accessible by public transportation. Class sessions are 4 hours each day (10:00am - 2:00pm), meeting three days a week. The Instructor will be compensated for instructional hours and an agreed upon number of prep hours. Interested candidates should submit a resume and cover letter and the names of three references to [eisenhauer@bufcat.org](mailto:eisenhauer@bufcat.org). Applications will be accepted until the position is filled. Interviews will begin October 1, 2021.

### **Essential responsibilities:**

- Provide classroom instruction for those interested in employment in the IT field as a Salesforce Associate
- Facilitate certification prep classes
- Monitor student course progress, grades and attendance
- Uphold the highest levels of professionalism and ethical conduct
- Assist with administrative duties as needed and related to the class

### **The right candidate will have:**

- Salesforce Administration Certification or equivalent
- Associate's, Bachelor of Science or Master's Degree in Computer Science or IT-related required
- 1-3 years Salesforce in-field work experience
- Teaching experience in an adult education/training environment preferred
- Ability to form strong relationships with students and staff
- Excellent organizational and motivational skills
- Excellent verbal and written communications skills
- Must pass a background check

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Interested candidates should forward a resume/CV and cover letter to [eisenhauer@bufcat.org](mailto:eisenhauer@bufcat.org). Applications will be accepted until the position is filled. Interviews will begin October 4, 2021.