



organizers' collaborative

Technology and training to advance and sustain social change

August 17, 2007

ODB Support Consultant Contract Position Available

Organizers' Collaborative is looking for a database consultant to work with its Organizers Database project (ODB) in a support capacity. If you have demonstrated experience with CRM / membership software programs in a nonprofit setting and possess excellent customer-oriented communications skills, you may just be the person we are looking for.

This is the perfect opportunity for someone in the Boston or Eastern Massachusetts area who is comfortable with computers and spreadsheets and wants to learn all the ODB features inside out (download our free software to find out more: <http://organizersdb.org>). Eight hours of free training will be provided at OC's Beacon Hill office. It is possible, but unlikely, that we could hire someone who is not in Eastern, MA.

Organizers' Collaborative is a membership organization of activists and technology consultants dedicated to providing social change groups with proven, easy-to-use technology and support that is specific to the needs of social change organizers. To learn more about Organizers' Collaborative, visit <http://organizerscollaborative.org>.

Position: ODB Support Consultant

Schedule: 10-15 hrs/wk, flexible

Location: Eastern, MA Preferred - telecommuting possible

Compensation: Initially \$20/hr - \$25/hr depending on prior ODB experience

Start Date: ASAP

Responsibilities:

- => Handle inquiries by prospective clients for Organizers Database support and services
- => Assist with setup and configuration of software for initial users
- => Provide price quotes for database conversion and training
- => Respond to client questions via email, telephone, web forums and bug tracking system
- => Work to improve support infrastructure for ODB support customers
- => Help to design and implement an online payment and support system

Qualifications

- => Strong knowledge of Windows OS and general computer literacy
- => Some experience with nonprofit organizations
- => Understanding of the critical role of CRM / membership database software critical
- => Ability to troubleshoot and resolve problems to completion
- => Good telephone and online communication skills
- => Comfort in developing client base with an eye towards income generation

**Please send resumes and/or letters of interest by September 3rd to:
jobs@organizerscollaborative.org.**

Organizers' Collaborative is an Equal Opportunity Employer.