Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires underserved students to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

**Position: Administrative Assistant - Temporary Position**

This part-time position reports directly to the Chief Operations Officer (COO). The administrative assistant is responsible for providing high-quality administrative support to the Human Resources team during the spring/summer months.

**Major Duties/Responsibilities**

- Provide administrative support to HR and Finance team in preparation for summer program execution
- Answer questions that come into HR email and provide requested information
- Assist HR in posting job ads on careers pages and processing received resumes
- Performs routine clerical duties such as data entry (e.g. Salesforce)
- Prepare and sending routine correspondence
- Schedule phone screenings and panel interviews with potential candidates
- Be a point of contact for potential candidates and summer staff
- Conduct reference checks on potential candidates
- Be a reliable and supportive team member

**Qualifications**

- Capacity to manage several tasks or requests simultaneously
- Ability to maintain composure and professionalism under pressure
- Maturity to handle multiple tasks and confidential issues/material as well as communicate effectively with the Leadership Team and staff
- Works well independently
- Working knowledge of Google Docs, Microsoft Office, virtual meeting software, and Salesforce
● Demonstrated commitment to the mission and core values of SVEF
● Demonstrated proactive and creative problem-solving and analytical skills
● Demonstrated written and verbal communication skills
● Willingness to learn and evidence of a strong work ethic as part of a team
● Experience working in HR/Finance is an asset
● Excellent organization and time-management skills

This is a temporary, part-time position (approximately 20 hrs per week). Currently remote due to Covid-19.

Please submit your resume to HR@svefoundation.org.