



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 students furthest from access and opportunity 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.

Position: Program Assistant (Computer Science)

Location: San Jose, CA

This is a temp-to-hire or potentially full-time opportunity where you would work with a team of educators to implement SVEF's Computer Science (CS) program. The Program Assistant works closely with the Program Manager of CSI (Computer Science Institute) to assist in developing and implementing SVEF's CS program and overall program activities. The Program Assistant supports implementation of programs in multiple sites and may work from both the SVEF office and currently, due to COVID-19, in a remote location. This position reports directly to the Director of Innovation.

Primary Duties & Responsibilities

- Work closely with the CSI team to oversee all aspects of program planning, implementation and evaluation within the guidelines of the program goals and objectives.
- Order program supplies, pack and deliver program kits for successful implementation of programs.
- Communicate effectively (via email, phone, and/or postal mail) and in a timely manner with all relevant constituencies, including students and their parents/guardians.
- Assist with on-site events; provide logistic and on-site support to ensure successful implementation.
- Create CS program collateral, enrollment forms, program flyers and one pagers.
- Support SVEF's marketing efforts to promote its mission and solicit support; provide contents for its social media platforms; and support the identification of success stories to showcase program impacts.
- Work closely with the Development team to recruit and coordinate STEM workshop corporate volunteers.
- Assist with creating and maintaining district and teacher dashboards to support Program Managers.

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.



- Support the program team with data gathering, cleaning and maintaining logistics sheets and Salesforce.
- Support program and evaluation team with data and systems that maintain program fidelity and efficiency.
- Participate and support in SVEF events, including training, fundraising and outreach, and other program activities.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree or equivalent.
- Fundamental knowledge of basic coding concepts.
- Strong organizational skills, ability to coordinate multiple tasks and support projects of varying complexity concurrently.
- Strong analytical and creative problem-solving skills.
- Ability to develop, monitor, and assure compliance with processes and policies.
- Excellent interpersonal, written and verbal communications skills.
- Skilled in use of Microsoft office and Google Suite products. Salesforce knowledge is a plus.
- Must possess a valid driver's license and access to reliable transportation; periodic regional travel required.

Please send a cover letter and resume to hr@svefoundation.org.

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