

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, who lack access and opportunities, 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: School2Home Program Assistant**

The School2Home Program Assistant is responsible for assisting in planning, organizing and executing program activities. The School2Home Program Assistant will report to the Director of College Readiness and participate in supporting stakeholder relationships, managing operations, and enhancing external relations. The School2Home Program Assistant works closely with school leadership teams and external stakeholders, and supports other initiatives and efforts in achieving the organization's goals and objectives.

### **Primary Duties & Responsibilities**

#### *Program Support*

- Support the organization and implementation of year-round School2Home program in the Bay Area.
- Coordinate day to day logistical planning and interaction with the school districts, teachers, and other partners.
- Assist with managing volunteers.
- Support the development of program contents & activities in alignment with strategic objectives.
- Organize professional development, family outreach and student events; provide on-site and virtual support to ensure successful implementation.
- Help to develop strategies and collect program data and maintain databases.
- Coordinate the planning and organizing of student and teacher recruitment activities, and management of the registration and attendance process.
- Assist team in developing presentations for various meetings associated with initiatives.
- Recording notes and important information at all initiative meetings.
- Order program supplies, pack and deliver program kits for successful implementation of School2Home events.
- Communicate with stakeholders in a timely manner about the data collection and work

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plan reminders.

- Assist with on-site events; provide logistic and on-site support to ensure successful implementation.
- Assist with creating and maintaining School2Home websites
- Support the program team with data gathering, auditing data, and maintaining logistics sheets and Salesforce.
- Support program and evaluation team with data and systems that maintain program fidelity and efficiency.
- Other duties as assigned.

#### *Marketing and Outreach*

- Assist in developing strategies and activities to recruit more schools, including but not limited to, production of recruitment materials and planning of school and family outreach.
- 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 to showcase program impact.

#### *Fundraising*

- Assist Fund Development with corporate volunteer engagement.
- Participate in SVEF events, including training, fundraising and outreach, and program activities.

#### **Required Qualifications and Experience**

- High School or higher relevant project coordination experience, preferably in education.
- Demonstrated commitment to the mission of SVEF and working with underrepresented students and families.
- 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.
- Ability to establish and maintain effective working relationships with individuals at various levels of responsibilities (volunteers, SVEF staff, school representatives, and other community partners).
- Excellent interpersonal, written and verbal communications skills.
- Ability to accommodate a flexible schedule. Position requires occasional work during evenings and weekends.
- Proficient in Microsoft Office, Google Suite products, and video conferencing platforms

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(ie..WebEx, Zoom, Google Meet, etc.).

- Must possess a valid driver's license and access to reliable transportation; periodic regional travel required.

#### **Additional Preferred Qualifications and Experience**

- Proficient in Spanish.
- Non-profit experience.
- Background in education (teaching or advocacy work).
- Use of Salesforce.

#### **Preferred Start Date and Salary Parameters**

- Preferred start date as soon as possible. Generous benefits with a salary commensurate with experience. Salary range from \$45-50k.
- Currently working 3 days per week in the office and 2 days remote.

#### **Application Process**

Send cover letter and resume to [hr@svefoundation.org](mailto:hr@svefoundation.org)

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