



STUART FOUNDATION

IMPROVING LIFE OUTCOMES FOR YOUNG PEOPLE THROUGH EDUCATION

POSITION ANNOUNCEMENT

ADMINISTRATIVE & OPERATIONS ASSISTANT

APRIL 2018

CLASSIFICATION: Non-Exempt
REPORTS TO: Chief Strategy & Operating Officer

ABOUT THE STUART FOUNDATION

The Stuart Foundation is a private family foundation based in San Francisco and is dedicated to improving life outcomes for young people through education. We work to ensure that education systems in California and Washington provide opportunities for students to learn, achieve and thrive.

Our guiding principle, or North Star, is an education system that values the whole child by strengthening the relationships between students, educators, families and communities. We seek to create systems that strengthen the full spectrum of a child's experiences from the classroom to the playground to the kitchen table.

As a result, children will have greater opportunities to be self-reliant, succeed in education and careers, and engage meaningfully in their communities.

The Foundation has an asset base of \$530 million, a staff of 20, and makes charitable expenditures of approximately \$21 million per year for the benefit of children and youth in the states of California and Washington.

POSITION SUMMARY

The Foundation currently has an opening for a self-starting, high-energy administrative and operations team member who will support the organization's infrastructure in a variety of ways. This person will have the opportunity to actively participate in ensuring the Foundation is running efficiently and meeting its commitments to both internal and external

stakeholders. The position reports to the Chief Strategy & Operating Officer, with significant partnership with the Operations Coordinator.

RESPONSIBILITIES

GENERAL ADMINISTRATIVE SUPPORT

- Assists with Foundation databases (e.g., Salesforce)
- Participates in the implementation of new software
- Participates on the internal Salesforce team that supports the organization's use of the system
- Participates in the preparation of materials for Board Meetings
- Supports the grantmaking process as needed
- Contributes to the development of a supportive and collaborative work environment by participating on committees and task forces, and in other internal meetings
- Other projects as requested

OPERATIONS & OFFICE SUPPORT

- Assists the Chief Strategy & Operating Officer and the Operations Coordinator with office management-related activities including managing work orders with facility and equipment vendors, and providing training and assistance to the staff with regard to office equipment and procedures
- Acts as the greeter and first point of contact to Foundation guests for reception
- Manages calls received at the Foundation's central line
- Manages guests' needs while they are in our offices
- Manages mail and deliveries
- Maintains and organizes equipment and facilities (including kitchens) on daily basis
- Manages office supplies

- Maintains a working knowledge of the Foundation's audio visual equipment and provides assistance to operate the equipment as needed
- Assists with technology and operations service requests
- Represents the Foundation as the Floor Warden for the building and attends all related trainings

MEETING AND CONVENING LOGISTICS

- Provides general meeting support including taking minutes, set-up, clean-up
- Participates on the Convening Support Team that supports the overall office meeting planning and logistics

QUALIFICATIONS

- BA or equivalent experience required
- 3+ years of professional experience
- Office and facilities maintenance experience highly preferred
- Comprehensive knowledge of Microsoft Office Suite (e.g., Outlook, Word, Excel, PowerPoint). Experience in Salesforce preferred.
- Interest in and enthusiasm for administration and technology
- Ability to lift, move, and carry 50+ pounds
- Capacity to work both independently and collaboratively, take initiative, and be solution-oriented
- Ability to meet deadlines, prioritize assignments and manage multiple tasks simultaneously
- Strong organizational skills and attention to detail
- Ability to thrive in a flexible and adaptive team structure
- Ability to work effectively across the organization
- Values being part of, and contributing to, a team-oriented culture

- Ability to maintain a sense of humor, even on the bad days

APPLICATION PROCESS

Interested applicants should send a letter of interest and a resume to David Barlow, Chief Financial Officer at:

Job200@stuartfoundation.org

Please include “Administrative & Operations Assistant” in the subject line.

NO CALLS PLEASE

The position is now open. Review of applications will begin with resumes received by Monday, April 23, 2018 and will continue until the position is filled.

The Stuart Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. Foundation policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition or any other consideration made unlawful by federal, state or local laws.