



Job Description

JOB TITLE:	Administrative Assistant, Foundation Services
LOCATION:	San Francisco, CA
FULL/PART TIME:	Full-time
REGULAR/TEMPORARY:	Regular
EXEMPT/NON-EXEMPT:	Nonexempt

BACKGROUND

The S. D. Bechtel, Jr. Foundation is dedicated to advancing a productive, vibrant, and sustainable California. Because California faces many critical challenges which require resources and creative solutions, the Foundation's Board of Directors decided to invest all its assets by 2020. This decision reflects a commitment to identifying lasting solutions for education and the environment sooner, rather than later.

The Education Program focuses on helping young people develop the knowledge, skills, and character they need to become productive, engaged citizens. The Foundation supports students and educators in STEM education and character development, and encourages effective education policy. The Environment Program concentrates on the management, stewardship, and conservation of the state's natural resources by supporting organizations and partnerships that inform, demonstrate, implement, and advocate for improvements in water management and land stewardship.

Foundation Services, which supports the Foundation's mission and strategic program goals, encompasses human resources, office operations, grantmaking processes, databases, and finance. The Administrative Assistant will be an integral part of the office operations team and will work under the direction and supervision of the Director of HR and Administration and the Office Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Human Resources Support

- Provide support to Director of HR and Administration for a variety of HR-related workshops and meetings, to include copying, printing, assembling and distributing materials, preparing visual aids, room set-up, etc.
- Provide project management support to Director of HR and Administration
- Provide other administrative assistance as needed, such as meeting coordination, travel plans, etc.

Communications

- Act as first point of contact at the front desk, exhibiting professional demeanor in all contacts with staff and visitors
- Welcome visitors to the Foundation by offering refreshment, directions, and other assistance
- Act as contact person and coordinator for certain Foundation-wide events, as requested

- Take responsibility for the Foundation’s general information email and general phone number inboxes
 - review incoming mail and messages
 - send appropriate responses
 - route messages to the appropriate staff member

Office Administration

- Room maintenance/preparation
 - Maintain reception area, conference rooms, and supply room
 - Prepare conference rooms for meetings; handle breakdown and cleanup after meetings
- Food/kitchen management
 - Order kitchen supplies (coffee, canned drinks, condiments, etc.)
 - Order food for internal meetings, Board meetings, and other events; coordinate pickup/delivery
 - Maintain order in kitchen, taking main responsibility for dishwasher and refrigerator use
- Mail
 - Pick up, sort, open, and route all incoming mail correspondence
 - Ensure outgoing mail is picked up
- Supplies
 - Using established tracking and request system, order office supplies as needed
 - Respond to staff requests for specific supplies
 - Maintain order in supply storage areas and copy room
- Other
 - Troubleshoot office equipment, e. g. copy and postage machines, individual office printers and phones, etc.
 - Using BuildingEngines.net website, request building services such as light replacement, attention to restrooms, and janitorial support

Other Staff Support

- Assist with quarterly Board meetings to include:
 - production and collation of printed materials
 - preparation/breakdown of meeting space
 - helping to ensure a successful post-meeting Board and staff buffet lunch
- Manage Staff Meeting Planning Committee meetings by setting meeting dates, preparing agenda and materials, and participating in the ongoing process to plan monthly all-staff meetings
- As a member of the Social Committee, assist with planning social events as needed, such as baby and wedding showers, farewell gatherings, and other special events
- As a member of the Foundation IT Committee, stay current on status of Foundation hardware and software, updates to existing systems, security issues, etc., and help facilitate changes in processes or policies
- Act as point person for the Foundation Services Monthly Updates, gathering contributions from Foundation Services staff members for inclusion in monthly email sent to all staff
- Provide administrative support to other staff as needed

QUALIFICATIONS AND SKILLS

- Bachelor's degree
- Minimum 2+ years professional office experience or equivalent preferred
- Strong Microsoft Office Suite and document management skills
- Well-developed oral and written communications skills
- Strong organizational abilities, with close attention to detail and precision
- High level of approachability, excellent interpersonal skills, and ability to work well independently and with a team
- Excellent time management skills with a results-oriented focus, and ability to prioritize and manage multiple tasks and deadlines concurrently
- Ability to discern sensitive matters and handle them with discretion and diplomacy
- Professional demeanor, dependability, integrity, good judgment, and sense of humor

PHYSICAL DEMANDS

A candidate must have the ability to communicate clearly through both oral and written means. S/he must also be able to sit for extended periods both in meetings and at a computer, and must be able to lift 25 pounds.

EQUAL OPPORTUNITY

The S. D. Bechtel, Jr. Foundation is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

APPLICANTS WITH DISABILITIES

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

SALARY AND BENEFITS

A competitive compensation package is available, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

APPLICATION PROCEDURE

Please submit an email with "Administrative Assistant Application" in the subject line, a cover letter and resume to SDBJrRecruiter@sdbjrfoundation.org by August 7, 2017. Please provide all information electronically, no phone calls.