



### **Job Description**

<b>JOB TITLE:</b>	Program Assistant, Education
<b>LOCATION:</b>	San Francisco, CA
<b>FULL/PART TIME:</b>	Fulltime
<b>REGULAR/TEMPORARY:</b>	Regular
<b>EXEMPT/NONEXEMPT:</b>	Nonexempt

### **BACKGROUND**

The S. D. Bechtel, Jr. Foundation is focused on advancing a productive, vibrant, and sustainable California. Because California faces many challenges that need attention now, the Board of Directors decided in 2009 to invest all the Foundation’s resources by end-of-year 2020 to spur significant, meaningful change, sooner rather than later.

The Foundation’s two program areas are Education and Environment. The Education Program seeks to strengthen educational systems in California to engage K-8 students in STEM and to strengthen national youth development organizations to improve and sustain at scale the character development practices of adult staff and volunteers. The Environment Program includes Water and Land sub-programs. In each of these arenas, the Foundation hopes to leave stronger fields, anchored by enduring, well-run organizations and supported by research and evaluation findings that enhance the understanding of effective policy and practice.

**The Program Assistant’s work is largely focused on California state education policy. The position also provides essential support to the Education team to ensure that its strategic grantmaking has maximum positive impact, and general support to the Foundation as a whole. The position reports to the Associate Director of the Education Program.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Program Assistant will work approximately 90% on the Education portfolio and 10% on Foundation-wide projects. The Program Assistant will:

- Help ensure that grantees have a positive experience/relationship with the Foundation throughout the entire grantmaking process, from proposal submission through final evaluation by:
  - Assembling grant application materials for approval at both staff and Board levels
  - Monitoring grantee progress by reviewing and preparing summaries of grant reports for the program teams

- Maintaining accurate and up-to-date grant milestone checklists and entering all information into the GivingData database
- Supporting Program Officers throughout all administrative phases of external consultant contracting cycles
- Working with Program Administrators and Grants Managers to process grant payments and consultant invoices
- Help maintain the Education teams' high levels of responsiveness to internal and external requests for information by:
  - Assisting with preparation of presentations, memos, and reports for internal audiences
  - Serving as back-up program liaison for grantees, consultants, and general requests for information
- Contribute to the Education team's continually growing knowledge bases by:
  - Using the Foundation's filing protocols to organize hard copies and electronic files, maintain and add to the programs' large collections of information
  - Performing primary and secondary research into portfolio-related topics, as requested
  - Preparing and presenting research summaries
  - Monitoring program fields for news and information on team priorities and reporting findings back to team
  - As appropriate, assisting in identifying key successes/challenges and the impact/lessons learned, organizing the data, and documenting the findings
- Enhance the Education teams' abilities to think critically and work strategically by:
  - Assisting in meeting coordination and actively participating in and learning from internal meetings whose agendas include program portfolios
  - Gathering input as appropriate from other programs/sub-programs and the Foundation's Effectiveness team, as requested

## **QUALIFICATIONS**

### ***Required***

- Bachelor's degree and at least two years of related experience in a professional setting
- Effective written and oral communication skills
- Experience conducting primary and secondary research
- Ability to think critically and synthesize qualitative and quantitative information

- Comfort with ambiguity and willingness to act based on incomplete data if necessary
- Sound judgment and discretion in responding to issues, concerns, and inquiries about the Foundation
- Strong organizational skills with excellent attention to detail
- Ability to balance multiple projects with competing deadlines
- Flexibility to work across portfolios and with multiple program officers
- Ability to work well both independently and with a team
- Strong technology skills, including advanced knowledge of Microsoft Office software
- A sense of humor and desire to be a part of a lively and social office culture

***Desired***

- Familiarity with the non-profit environment
- Interest in policy work
- Project management and planning experience

**PHYSICAL DEMANDS**

A candidate must have the ability to communicate through both oral and written means and to sit for extended periods both in meetings and at a computer.

**COMPENSATION**

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

**APPLICATION PROCEDURE**

Please submit a resume and cover letter to [SDBJrRecruiter@sdbirfoundation.org](mailto:SDBJrRecruiter@sdbirfoundation.org) with “Program Assistant Application” in the subject line. Submissions without the requested subject line will not receive notification that the application has been received. Applications are due by March 12, 2018. Please provide all information electronically, no phone calls.