

Silicon Valley Council of Nonprofits



Sobrato Center for Nonprofits - San Jose
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www.svcn.org

The Silicon Valley Council of Nonprofits is currently hiring for an Administrative Assistant

The Silicon Valley Council of Nonprofits (SVCN) champions the interests of nonprofits in Silicon Valley. We are the major organization in the County convening the nonprofit voice to focus on health and human service public policy issues. SVCN works to ensure the nonprofit sector's voice is heard and that solutions are developed in ways in which Everybody Wins.

Job Description

Primary Duties

- Coordination of Membership Services and Administrative Support
- Provide Staff Support work and assistance for general office functions such as meetings, programs and events
- Coordinate all membership meetings and services including processing of membership dues, maintain of database, and lists.
- Coordinate all mailings and communication
- Assist in researching information and data collection to support our positions in the area of public policy, government relations and advocacy
- Assist in posting information on the SVCN website
- Provide general administrative support to the Executive Director and the Board of Directors.
- Other Duties as may be assigned.

Essential to the Position

- Flexible, dependable, self motivating
- Ability to write reports, minutes and other communications
- Excellent attention to detail
- Willingness to work with the community, members and interact with our client base.
- Interest in public policy or nonprofit management
- Computer skills with Microsoft Office programs

Qualifications

1. BA degree or equivalent work experience
2. Strong public speaking, writing, and analytical skills
3. Strong interpersonal and relational skills and curiosity about people
4. Discipline and ability to work effectively in highly unstructured environment
5. Desire to learn and openness to challenge
6. Strong interest in community and social justice issues
7. Sense of humor

Compensation

This will be a part-time hourly non-benefited position up to 25-30 hours per week depending on agency need. Hourly rate will vary based on experience.

If interested please send a resume and cover letter to Amanda Baker at amanda.baker@svcn.org. Feel free to contact us at 408-260-3915 with any questions.