



Administrative Associate

ABOUT SV@HOME

SV@Home is a nonprofit organization in Santa Clara County whose vision is a diverse and equitable Silicon Valley where everyone has access to a safe, stable, and affordable home. As a result, the SV@Home team commits each day to driving the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy, advocacy, education, and messaging to build the political and community will to support policies, programs, land use, and funding that will increase affordable housing opportunities for Santa Clara County residents. SV@Home is looking for an Administrative Associate to join this team of dedicated individuals to further the organization's mission.

Five guiding principles represent the values and purpose that SV@Home seeks to infuse in its work:

- Housing is a human right
- Diversity makes us stronger
- Centering equity and inclusion in our work is key
- Housing policy is not just about housing
- Working together in partnership is more impactful

In this work, our success is dependent on building a team that includes people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, we look for a diverse pool of applicants, including those from historically marginalized groups. We acknowledge the historical and current impacts of racism in housing access and affordability and commit to a framework that seeks diversity, equity, inclusion, and liberation. The role is based in Santa Clara County, and we have transitioned to a hybrid model, providing access to the Downtown San Jose office.

ABOUT THE POSITION

SV@Home is seeking a passionate, detail-oriented, and social-justice focused candidate to support our affordable housing policy work. The Administrative Associate will be responsible for managing the day-to-day operations of the office and providing support to the Leadership Team. This is a full-time (40hrs/wk), non-exempt position that reports to the Operations Manager.

KEY DUTIES AND RESPONSIBILITIES

The Administrative Associate will be responsible for the following activities:

Operations

- Keep the office organized and running efficiently. Manage facilities, order supplies, ensure office is clean and equipment is working. Serve as liaison to Property Manager.
- Serve as the organization's first point of contact for internal and external inquiries, providing information and guidance as needed.
- Assist the Operations Manager with HR-related support, including coordinating job recruitment and selection processes and HR paperwork.
- Process incoming checks and online donations, and enter donor and payment information in Salesforce database.
- Maintain and improve electronic file management.
- Contribute to a work environment and culture that is centered on equity and inclusion.

- Provide administrative support and office administration tasks as needed, research, drafting letters and correspondence, scheduling meetings, production projects, copying, mail, etc.

Executive Support

- Assist the Executive Director with calendar management and Board of Directors communications.
- Support planning and preparation for Board and Board Committee meetings and conference calls, staff events, and off-site meetings.
- Attend and take minutes at Board meetings, Board committees, and other meetings.
- Coordinate and follow-up with staff on projects and assignments as requested to meet internal and external deadlines.

Events

- Helps organize and participates in trainings, webinars, and focus group discussions to build awareness and knowledge related to housing policy.
- Collaborate with other team members to develop and execute SV@Home’s event marketing strategy including developing written and digital assets for email marketing and other digital channels.
- Work closely with the Operations Manager and the Communications Manager to produce both creative assets and written content that will amplify SV@Home’s voice and policy priorities.

QUALIFICATIONS

A competitive candidate will have the following experience, knowledge, and attributes:

- A demonstrated commitment to affordable housing, social justice, and/or equity.
- Four years (or two years with a college degree) relevant experience as an office manager, executive assistant, or similar administrative position.
- Prior experience organizing and structuring office systems, files, and procedures, and composing correspondence.
- Experience with Microsoft Outlook, design software (i.e. Canva, Adobe), and Salesforce is highly desired.
- Excellent communication (written and verbal).
- Must possess a proactive and collaborative approach to work.
- Must have the ability to work well under minimal supervision, problem-solve, and handle competing priorities in a fast-paced environment.
- Ability to work with emotional intelligence, navigating individual and team conflicts productively, with empathy and integrity.
- Ideally flexible, humble, and a good listener.

Compensation

- Salary Range: \$28.85 - \$33.65 per hour. Negotiable based on experience and qualifications
- Competitive benefits package that includes medical, dental, vision, and life insurance; vacation and sick time; 11 office holidays, plus a holiday office closure from December 25th through January 1st; a SIMPLE IRA retirement plan and employer match, monthly cell phone and parking or public transportation reimbursement.

Applications will be accepted through **Friday, November 11, 2022 at 5:00pm**. Interested applicants should email a cover letter and resume to jobs@siliconvalleyathome.org. Please indicate “Administrative

Associate Application” in the subject line of your email. Thank you for your interest and we look forward to hearing from you.

SV@Home is committed to providing our staff with a safe work environment and supporting collective health. As such, SV@Home requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).

SV@Home is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation.