Communications Assistant

David and Lucile Packard Foundation | Los Altos, California

POSTED APRIL 18, 2014

**Background**

The David and Lucile Packard Foundation (Foundation) is a family foundation located in Los Altos, California. We are guided by the enduring business philosophy and personal values of Lucile and David, who helped found one of the world’s leading technology companies.

Their approach to business and community participation has guided our philanthropy for 50 years: We invest in transformative leaders, collaborate with them to identify the most effective solutions, and give them freedom and support to best reach their goals.

We work on the issues our founders cared about most:

* Improving the lives of children
* Enabling the creative pursuit of science
* Advancing reproductive health
* Conserving and restoring the earth's natural systems
* Supporting and strengthening an array of local nonprofit organizations

The Foundation makes grants at the local, state, national, and international level. For 2014, the Foundation expects to make grantmaking awards of up to $300 million. A staff of 110 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed on to the Foundation the following core set of values: Integrity, Respect for all people, Belief in individual leadership, commitment to effectiveness, and the capacity to think big. More information about the Foundation can be found at www.packard.org.

**Job Summary**

**Communications Department**

The Packard Foundation is committed to effectively reach target audiences including grantees, philanthropy, media, government leaders, and others. Targeted geographies range from surrounding counties in northern California to selected nations around the world.

The Foundation is faced with increasing opportunities to more effectively utilize outreach strategies to increase its impact due to the beginning of several new program initiatives; advances in technology and society that have transformed how the world communicates; and philanthropy’s increasingly important role in shaping social change. The Communications Team consists of a Communications Director, two Communications Officers, and a Communications Assistant. We seek to create a well-rounded communications team whereby all members of the team can execute discrete tasks at multiple levels, but also work together to determine where best to deploy the knowledge and resources of the communications staff in partnership with our colleagues. All members of the communications team work collaboratively with each other and across the Foundation to ensure that communications strategies are deployed intentionally, strategically, and with the aim of increasing the impact and effectiveness of the Foundation’s work.

**Responsibilities**

**Communications Assistant**
In addition to providing administrative and operational support for the communications department, we have placed a greater emphasis on internal communications and learning about the field of nonprofit strategic communications. Working in partnership with communications staff and others, this position will play a key role in staffing the organization’s internal communications efforts. The Communications Assistant position provides an important developmental opportunity for candidates who are interested in nonprofit strategic communications as a career. Depending on his/her performance on core job responsibilities, this person can meaningfully participate in strategic planning meetings and may be able to travel for professional development opportunities. This position reports to the Communications Director.

**Responsibilities include but are not limited to:**

* Working as a team with the director and the communications staff to provide reliable support in a fast-paced office with high standards regarding accuracy and organization
* Posting and managing intranet postings and homepage to keep staff connected and informed
* Scheduling meetings, making travel arrangements, and processing invoices and expense reports for the department
* Working with the director to create, input, and track the department’s annual budget
* Handling compliance processes and contract execution and tracking
* Monitor the media for mentions of the Foundation, grantees, or programmatic field work
* Responding to inquiries accurately and in a timely manner
* Quickly and effectively understanding requests and handling multiple tasks while meeting deadlines
* Providing support for the team and various projects
* Interacting well with all who send inquiries or are requesting information
* Working with staff in a professional and gracious manner and communicating with the community in relation to the new building and community engagement
* Taking the lead on internal and external communications related to the Foundation’s efforts to be a leader on environmental and sustainability efforts as they relate to the Foundation’s own building headquarters with the guidance of the director or other assigned staff person
* Keeping informed about community events
* Edits and proofs materials
* Other projects as assigned

**Qualifications**

**Knowledge, Skills, and Abilities**

* Excellent judgment, organizational skills, and attention to detail
* Demonstrated written and oral communication skills; excellent grammar, writing, and proofreading skills
* Ability to meet deadlines and project requirements
* Demonstrated ability to interact with others in a professional, courteous, and tactful manner and represent the Foundation to persons outside the organization in a professional and gracious manner via phone and in person
* Demonstrated ability to anticipate information needed as situations and projects develop
* Demonstrated skills in working well and flexibly as a team member in varied activities and projects
* Desire to contribute to process improvements
* Sense of humor, grace under pressure
* Interest in supporting communications work desired
* High proficiency in Outlook, Word, Excel, and PowerPoint
* Ability to learn new processes and systems and become proficient in a reasonable timeframe
* Flexibility to work overtime as needed

**Physical Demands**
The essential duties and responsibilities require that the candidate must be able to communicate effectively via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also be able to work at a desk for long periods of time (2-3 hours), lift and move documents and supplies (not to exceed 25 lbs.), and bend to file or retrieve documents.

**Education and Experience**
College degree preferred or equivalent combination of education and work experience. Two years of related administrative work experience required.

**Compensation**

We offer an excellent benefits package and a salary that is commensurate with relevant

**How to Apply**

Email a one-page cover letter explaining how your skills and work experience fit the position and a resume to jobs@packard.org. Please reference job number 14-12-1700R in the subject line.