



position available

**TEMPORARY ADMINISTRATIVE SUPPORT FOR  
BROAD FOUNDATION  
ADMINISTRATIVE, COMMUNICATIONS AND BROAD PRIZE TEAMS**

The Eli and Edythe Broad Foundation is a national venture philanthropy established by entrepreneur and philanthropist Eli Broad to advance entrepreneurship for the public good in education, science and the arts. The Broad Foundation's education work is focused on dramatically improving K-12 urban public education through better governance, management, labor relations and competition. The Broad Foundation's Internet address is [www.broadeducation.org](http://www.broadeducation.org).

Since its inception in 1999, The Eli and Edythe Broad Foundation has strategically invested hundreds of millions of dollars in education reform initiatives, including the annual Broad Prize for Urban Education, a \$2 million award that honors urban school districts across the country that demonstrate the greatest overall performance and improvement in student achievement while reducing achievement gaps among poor and minority students. The Broad Prize's Internet address is [www.broadprize.org](http://www.broadprize.org).

The Eli and Edythe Broad Foundation is seeking a full-time temp to provide administrative support to The Broad Prize team, starting in June and working through the end of October 2010.

The foundation seeks motivated, energetic candidates with administrative experience and skill. Successful candidates will be resourceful, flexible and able to manage multiple and shifting tasks simultaneously.

We are looking for someone who is smart, loves to organize busy and fast-paced projects, is proactive and who can come into the position and immediately prioritize tasks and implement systems to keep the teams moving at top-speed.

**Job Responsibilities**

Responsibilities may include, but are not limited to:

- Assist in preparing for the upcoming Oct. event to announce the winner of The Broad Prize.
- Provide administrative support to The Broad Prize team, including phones, travel, filing, photocopying, mailing and general office organization.
- Create and maintain Excel-based lists.
- Merge and format Word documents for public distribution.
- Assist in tracking Broad Prize event invitation responses.
- Perform research projects.
- Create and maintain media lists.
- Distribute press releases over the news wire and through an email blast system.
- Organize, compile and maintain press materials and press kits.
- Create PowerPoint presentations/slide shows.
- Assist with various office organization projects.



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### **Qualifications**

The successful candidate will have exemplary skills in the following areas:

- **Writing and Organization** – The position requires excellent writing and communication skills, strong organizational skills and an ability to work quickly and accurately in a fast-paced environment with high-profile leaders in business, education and the media.
- **Communication** – Must have a professional telephone demeanor and email communication, take accurate phone messages and exercise discretion on sensitive issues.
- **Administration** – Must be able to provide dependable, accurate and proactive professional administrative support, including work on travel arrangements, correspondence, expense reports and reconciliation, meeting coordination, mailings, filing, phones and database management.
- **Technology** – Must be able to use technology productively and efficiently, including Word, Excel, Outlook, PowerPoint, Outlook and Internet research. Knowledge of HTML and ACT is a plus.
- **Special event coordination** – Must be able to assist The Broad Prize team with various special projects including research, event planning and meeting coordination.
- **Attitude** – Must have a good sense of humor, positive attitude and high degree of flexibility, energy and creativity.

An undergraduate degree is required. Spanish writing proficiency a plus.

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.

### **To Apply**

Please send a letter of interest and resume to [jobs@broadfoundation.org](mailto:jobs@broadfoundation.org). Please list the position, “Broad Prize Temp” in the subject line. You will receive an acknowledgment upon receipt of your email. After that, we will only contact applicants chosen for further consideration.

Employment is contingent on a writing sample, professional references and a satisfactory background check. Compensation will depend on experience.

*The Eli and Edythe Broad Foundation engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Foundation is an equal opportunity employer.*