ADMINISTRATIVE ASSISTANT

Full-Time; in Los Angeles
Starting salary range for this position is 45-50K depending on experience.

About Technovation

Technovation (technovation.org) is a global tech education nonprofit on a mission to empower girls and families to become leaders, creators and problem-solvers. Over the past 14 years, Technovation has engaged more than 130,000 underserved youth and 28,000 industry mentors, educators, and parents across 100+ countries through its two flagship programs:

> **Technovation Girls** equips young women (ages 10-18) to become tech entrepreneurs and leaders. With the support of volunteer mentors, girls work in teams to code mobile apps that address real-world problems. You may have seen Technovation featured in the award-winning documentary, CodeGirl.

> **Technovation Families** brings together families, schools, and mentors to learn, play, and create with artificial intelligence. Through hands-on projects, children (ages 8-16) and adults learn and use AI tools to address real-world problems in their communities.

Our vision is to inspire girls and families to be leaders and problem solvers in their lives and their community.

About this opportunity

We are looking for an administrative assistant who will play a critical role as part of our development team. You will work closely with our CEO, grant writer, and other leadership team members to improve how we share information with the ultimate goal of improving our fund development processes.

Responsibilities:
- Take notes and organize information for development team
- Collect background information (prepare briefs) for fundraising meetings
- Keep fundraising CRM up to date
- Ensure fundraising tasks are followed up on and conversation loops closed with external prospects and internal teams across the organization
- Schedule meetings and travel for CEO
- Prepare resources for CEO's review, including report templates and slide decks, in collaboration with teams across the organization
- LA office administrative tasks (mail, banking, supply ordering etc)
- Other tasks as assigned

You'll need to have:

- Experience working as an administrative assistant
- Professional verbal and written communication skills
- Strong attention to detail, organized
- The ability to manage ambiguity by seeking out necessary information
- Competency in managing data
- Full proficiency in Google suite (doc, presentations, sheets, etc)
- Experience doing online research & organizing the findings
- Willingness to learn new skills as job evolves
- (Optional) Experience working with CRM

We offer:

Autonomy. In collaboration and negotiation with staff, you will make high-level decisions about the work you will do, and how you will execute it. We don't micromanage here. Just communicate clearly and discuss decisions with any people affected by it.

Flexible schedule. Go to appointments and run errands when you need to, as long as you're getting your work done in good quality and on time. We have core hours, but no one is looking over your shoulder.

Ample paid time off. We offer 20 paid vacation days on top of federal holidays. We also pay 100% of your healthcare coverage.

Meaningful work. You'll contribute directly to an organization that provides technology education to students from underserved areas in 100 countries, all while helping to address the underrepresentation of women in STEM fields. Real people will express their gratitude to you in emails and Slack chats.

Workplace input. If you can convince your coworkers, we are open to adopting new workflows, software, etc, that you think would improve our organization. The only formal approval commonly needed is for budget.

How to apply:

Send the following to recruiting@technovation.org using the subject line "Administrative Assistant"

- Resume (pdf format)
- In your email, or as an attached pdf, please tell us how you will go about this project: (Keep it under 2 pages)
  - We are going to host a podcast series with several experts such as:
    - Mary "Missy" Cummings, Professor, Duke University, Interest Area - Human-Autonomous System Interaction

- Neff Walker, [Senior Scientist, Johns Hopkins University](#), Interest Area - Public Health and Computer Science
- Ling Rothrock, [Professor, Pennsylvania State University](#), Interest Area - Human Computer Interaction
- Steve W. J. Kozlowski, [Professor, Michigan State University](#), Interaction Area - Learning and Team Development
- [Jared Freeman](#), [Chief Scientist, Aptima](#), Interest Area - Problem Solving and Human Factors
- [Scott Tannenbaum](#), President and Co-Founder, The Group for Organizational Effectiveness, Interest Area - Human Resource Technologies
  - Tell us how you will go about scheduling the podcast interviews with them including what you will say in the emails, how you will organize the information, and how you will manage scheduling with them.