Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires underserved students to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

**Position: Website & Graphic Designer Contractor**

The SVEF team is looking to fill a critical role to enhance our customer experience on our website and social media platforms in advancement of our mission. The goal is to inspire and attract the target audience.

Reporting directly to the Vice President of Innovation, the Website & Graphic Designer will work collaboratively with the SVEF teams in a flexible work environment. (Remote work during COVID-19 shelter in place)

**Primary Duties & Responsibilities:**

- Maintain, create, design, and modify appearance of website
- Lay out content, generate, design, and revise web pages.
- Examine and analyze site traffic.
- Regulate and manage access rights of different users on website.
- Test websites to see if there are any parts that are difficult to use.
- Meet with designers to agree on the site's design.
- Fix links that don't work and pictures that aren't appearing properly.
- Decide how site's content will be delivered to the Internet.
- Keep files condensed so sites load faster.
- Test different browsers and ensure people with different computers can access a website.
- Create plan for website sustainability internally

SVF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

Rev. 05/08/2020
Minimum Qualifications

- Bachelor’s Degree and at least 3 years of professional experience
- Exceptional attention to details and deadlines
- Proven graphic design and website development experience
- Excellent communications skills
- Proficient in web design and maintenance platforms and apps
- Demonstrated commitment to the mission and core values of SVEF
- Ability to maintain professionalism under pressure with abilities to multi-task, anticipate change and react efficiently with challenging deadlines and priorities
- Ability to work well independently as well as collaboratively with a strong work ethic as part of a team
- Strong analytical, organizational, project management, and problem-solving skills

Preferred Start Date and Compensation

Contractor position available immediately with scope of work and proposals requested.

Request for Proposals Process

Submit proposals to hr@svefoundation.org. Please specify Website & Graphic Designer Contractor position in the subject line of your email.