



Administrative Assistant Opportunity

Jeff Skoll's childhood dream of making a significant difference in the world is coming to fruition through the launch of the Skoll Global Threats Fund. As founder and chairman, Skoll launched this organization in April 2009 to tackle the world's most pressing issues. With Dr. Larry Brilliant as President, the Skoll Global Threats Fund has a mandate to drive large-scale global change on the most critical issues facing mankind. The new organization will skillfully identify and support innovative high-impact initiatives to combat climate change, water scarcity, pandemics, nuclear proliferation and Middle East conflict.

In the next several months, the Skoll Global Threats Fund will develop its strategy and investment approach, leveraging the Skoll Foundation's programmatic expertise and operating infrastructure. Skoll Global Threats Fund has headquarters in Northern California.

About Jeff Skoll

Jeff Skoll is a philanthropist and social entrepreneur. As founder and chairman of the Skoll Foundation, Participant Media and the Skoll Global Threats Fund, he is bringing life to his vision of a sustainable, peaceful and prosperous world.

In April 2009, Jeff founded Skoll Global Threats Fund, naming Dr. Larry Brilliant as president. The organization is focused on developing solutions to the most pressing challenges facing our world today, including climate change, water scarcity, pandemics, nuclear proliferation and the Middle East conflict.

Jeff founded Participant Media in 2004 to create entertainment that inspires and compels social change. Participant's films include An Inconvenient Truth, Food, Inc., Darfur Now, The Kite Runner, The Visitor, The Soloist and The Informant!

In 1999, Jeff launched the Skoll Foundation. It quickly became the world's largest foundation for social entrepreneurship, driving large-scale change by investing in, connecting, and celebrating social entrepreneurs and other innovators dedicated to solving the world's most pressing problems.

Born in Montreal, Jeff later moved with his family to Toronto. He received a Bachelor's degree in Electrical Engineering from the University of Toronto. Jeff later earned his MBA from the Stanford Graduate School of Business; then harnessed his skills as the first president of eBay. Jeff's recent honors include Time Magazine's 100 People of the Year (2006), Wired Magazine's Rave Award (2006), Business Week's list of most innovative philanthropists (2002 through present), and earlier this year, the Producers Guild of America's Visionary Award and Global Green USA's Entertainment Industry Environmental Leadership Award.

About Dr. Larry Brilliant

Larry Brilliant served a three-year stint as the first executive director of Google.org, the company's philanthropic arm, before becoming Google.com Vice President and chief philanthropy evangelist.

Larry is an M.D. and M.P.H., board-certified in preventive medicine, epidemiology and public health. He was one of a four-person international team that led the successful World Health Organization (WHO) smallpox eradication program in India and South Asia. He later founded the



Seva Foundation, which works around the world to eliminate preventable and curable blindness. Seva's projects have given back sight to nearly 3 million people.

Larry co-founded The Well, a pioneering virtual community, with Stewart Brand in 1985. He also holds a telecom systems patent and has served as CEO of public and venture-backed technology companies.

Earlier in his career, he was a professor of international health and epidemiology at the University of Michigan. He has authored two books, including *The Management of Smallpox Eradication in India*, and dozens of scientific articles on infectious diseases, blindness and international health policy.

His recent awards include Time Magazine 100 People of the Year (2008), UN Global Leadership (2008), TED Prize (2006), Peacemaker Award (2005) and International Public Health Hero (2004). Larry worked in India for the WHO for more than 10 years on smallpox, blindness and polio. His polio work led him to create the idea for a documentary, *The Final Inch*, which was nominated for an Oscar in 2009. He volunteered as a "first responder" for CDC's bio-terrorism effort after the anthrax attacks and as a medical doctor in Sri Lanka and Indonesia after the tsunami.

He currently chairs the National Bio-Surveillance Advisory Subcommittee, created by Presidential directive. Larry was elected to membership in the Council on Foreign Relations in 2009. He sits on the boards of the Skoll Foundation and several other nonprofits.

POSITION DESCRIPTION AND REQUIREMENTS

The Skoll Global Threats Fund (SGTF) is seeking an energetic team player to be their reception administrative assistant.

Primary responsibilities are reception, executive team administrative support (up to 4 vice presidents and 2 directors) includes calendaring, expense reports, and travel and event coordination. General office management includes office equipment maintenance, supply inventory /ordering and other general office coordination.

Ideal candidates will possess:

- 2+ years experience in a start-up environment with a general administrative support background
- Pleasant and a can-do attitude a MUST
- Self-starter with the ability to work independently
- Excellent organizational skills and ability to do multiple tasks
- Excellent written and verbal communication skills
- Working knowledge of Word, Excel and PowerPoint
- Ability to handle highly confidential information with discretion

The SGTF offices are located in northwest San Francisco.

APPLICANTS

Send a cover letter and resume to KTaylor@careergroupinc.com. Please specify SGTF Receptionist in the subject line. Qualified applicants will be contacted. In your cover letter please tell us how your specific experiences and accomplishments address our needs and mission.