



## Mortimer & Mimi Levitt Foundation Operations Associate Position Announcement

**Position Title:** Operations Associate

**Reports to:** Vice President of Operations

**Location:** Echo Park, Los Angeles, CA; hybrid schedule

**Time Commitment:** Full-time

**FLSA Classification:** Non-exempt

**Announcement Date:** October 30, 2024

**Applications Due:** Open until filled

**Compensation:** \$24.00 to \$26.25 per hour; commensurate with experience

### **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation exists to strengthen the social fabric of America. We're a national social impact funder at the intersection of music, public space, and community building that partners with nonprofits and changemakers to build a more equitable, healthy, and thriving future for all. We realize our mission of *building community through music* through supporting free, live music, as well as projects and programs that advance equitable music ecosystems. In 2024, more than 650 free outdoor Levitt concerts took place in 45 towns and cities across America, bringing joy to over 750,000 people of all ages and backgrounds.

The Levitt Foundation is committed to equity, diversity, and Inclusion (EDI) throughout our organization and all aspects of our work, recognizing this commitment as essential to realizing the Levitt mission. We value having a team with a wide range of perspectives, backgrounds, experiences, and skills so our approach to grantmaking is well-rounded and the connection with our team members and the communities we support is authentic. We strive to create a positive working culture through professional development opportunities, employee recognition, and team-building events and activities. We focus on creating a working environment that promotes collaboration and fairness. Our commitment to EDI fosters a culture where team members can truly belong, contribute, and grow. We believe in the value of every individual and encourage applications from people of any age, gender identity, sexual orientation, race, religion, ethnicity, disability, veteran status, and any other characteristic or identity. To learn more about the national Levitt network and the Levitt Foundation, visit [levitt.org](http://levitt.org).

### **Position Summary**

The Mortimer & Mimi Levitt Foundation Operations Associate provides overall administrative support to the organization. This position assists with general office management, arranges staff travel, reviews expense reports, provides support to the Vice President of Operations and the Operations & Special Events Manager, and assists in the coordination of Levitt Foundation and national Levitt network events. The Operations Associate plays a key role within the Operations Department, with regular interaction with staff, vendors, and Levitt Foundation partners and grantees. This is a full-time, non-exempt position that reports to the Vice President of Operations.

### **Responsibilities**

#### *Administration*

- Answer phones, take messages, open/distribute mail, ship materials, greet and welcome guests, provide visitors with general information and perform general clerical duties

- Maintain office supply inventory, anticipate supply needs, ensure timely ordering and receipt/distribution of supplies
- Assist with placing office work orders; ensure all common areas remain organized; coordinate periodic office cleanings
- Maintain staff equipment inventory and process software purchases; ensure equipment is stocked and functioning; arrange maintenance for major office equipment
- Assist with the management of IT for the office and staff; place service calls as needed
- Coordinate meetings and conference calls; assist with preparation of meeting materials and arrange catering; manage conference room calendar
- Coordinate travel for staff members, including booking flights, accommodations, and ground transport
- Process subscriptions and memberships, according to organization's renewal schedule
- Maintain organization's physical and digital filing systems
- Organize and maintain organization's records, contracts, and archives, including collateral materials
- Assist with vendor selection and management, to ensure optimal office operations
- Document and track office operations and procedures, including vendor contacts
- Draft, prepare, and edit documents including agendas, letters, reports, special projects and other documents in a range of formats including Word, Excel, PDF, and PowerPoint
- Provide general administrative support for the Foundation and Levitt network as needed

#### *Finance*

- Assist staff with monthly expense reimbursements; track and review expense reports for accuracy prior to submission to AP for processing
- Track and review expense reports from Levitt Foundation grantees
- Maintain the organization's donor management database including donor and gift entries, prepare gift acknowledgements, create queries, run reports, organize lists, and continually maintain accurate records; process monthly donations
- Scan financial transaction records including receipts, invoices, and expense reports for electronic files; scan all documents for online filing and record keeping
- Make bank deposits as needed
- Assist with the Foundation's annual audit and tax returns preparation

#### *Human Resources*

- Champion the organization's commitment to equity, diversity, and inclusion by participating in and promoting the office culture of inclusion, collaboration, and fairness
- Draft and create meaningful and informative flyers and email messages for internal use in support of team-building and the organization's commitment to EDI
- Coordinate monthly employee Paid Time Off process, updating staff records on a regular basis
- Assist with employee on-boarding/off-boarding and new hire paperwork; post job announcements
- Assist with general human resources forms and notifications
- Assist Vice President of Operations with staff trainings
- Assist Vice President of Operations with employee benefits administration as needed

#### *Events*

- Assist with the preparation and execution of Foundation events, including Levitt network events, group site visits, and national convenings and conferences; coordinate vendors and event logistics, track guest

lists and RSVPs, and provide onsite support including setup and breakdown

- Assist with team building and wellness activities, including Levittivity events, and employee recognition and appreciation

#### *General*

- Act as organization ambassador at internal and external events and support the organization's presence at such events
- Assist with special projects as directed
- Perform other related duties as assigned

#### **Qualifications**

- 2-3 years of relevant experience
- Excellent communication, interpersonal, and listening skills; great phone presence with ability to deliver excellent guest service
- Proficient with Microsoft Office and Adobe Acrobat; strong computer proficiency, experience with Macs a plus but not required
- Strong project management skills with demonstrated track record; strong ability to manage multiple projects simultaneously while meeting deadlines
- Ability to problem solve, think creatively, and adapt to shifting priorities as needed
- Excellent attention to detail and accuracy
- Comfortable working in a fast-paced, evolving environment
- Highly self-motivated with ability to work independently and collaboratively as part of a national team
- High level of integrity and discretion in handling sensitive and confidential information
- Willingness to work flexible hours, including some nights and weekends on occasion
- Able to sit or stand for a prolonged period of time
- Passion for the Levitt mission of *building community through music*

#### **Application Submission**

To apply, email your cover letter and resume to [levittsearch@levitt.org](mailto:levittsearch@levitt.org) with "Operations Associate" in the subject line.

The Levitt Foundation offers a dynamic work environment and competitive salary commensurate with experience. Benefits include health insurance, 401(k), and other benefits. EEO/AAW employer.

**Our Commitment to Equity, Diversity and Inclusion:** We deeply understand the value of bringing together a team with different perspectives, backgrounds, and life experiences, and we prioritize diversity within our team. We encourage people from underrepresented backgrounds to apply.