

**Levitt Foundation
Operations Intern Position Announcement**

Position Title: Levitt Foundation Operations Intern

Reports to: Vice President of Operations

Location: Echo Park, Los Angeles, CA; minimum 2-3 days/week in-person

Time Commitment: Part-time; 16-24 hours/week for up to 30 weeks (June to December)

Announcement Date: May 1, 2025

Applications Due: Open until filled

Compensation: \$18.00 per hour

About the Levitt Foundation

The 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 healthy, equitable, 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 vibrant music ecosystems. In 2025, more than 650 free outdoor Levitt concerts will take place in 50+ towns and cities across America, bringing joy to nearly one million people of all ages and backgrounds.

The Levitt Foundation is committed to equal opportunity 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. Thus, we encourage applicants from all walks of life and backgrounds. 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. This commitment fosters a culture where team members can truly belong, contribute, and grow. To learn more about the Levitt Foundation and the national Levitt network, visit levitt.org.

Position Overview

Do you believe in the power of free, live music to uplift communities and individuals? Are you interested in exploring the philanthropy sector through the lens of an arts for social impact funder? The Levitt Foundation Operations Intern is an excellent opportunity to gain valuable experience in the overall operations and values-driven administration of a national organization, work alongside a dedicated team of professionals, and develop project management, collaboration, and communications skills.

Internship Opportunities

The Operations Intern will be provided with the opportunity to:

- Gain relevant and practical job skills to be successful in a nonprofit philanthropy environment.
- Gain experience in a professional setting while learning about the administration and operations of a national foundation.
- Learn how organizational leaders are strategic and values-aligned in their resource allocation to effectively support program delivery and impact.

- In collaboration with the Vice President of Operations, develop and complete a project specific to one area of interest within the Operations Department.
- Complete an internship that enriches your academic and/or professional resume, as well as enriches you personally by contributing to advancing the Levitt mission of building community through music.

Responsibilities

- Provide overall support to the Vice President of Operations and the Foundation Operations team in the areas of administration, finance, human resources, and events
- Contribute to the development and implementation of Foundation policies and procedures, including streamlining procedures and systems and assist in creating guides and manuals to improve administrative practices and operational efficiencies
- Review submissions to accounts payable and ensure alignment with the Foundation's Finance & Risk Management Policies; gain an understanding of the organization's monthly financial reports
- Assist with the preparation and execution of Foundation events, including team-building activities, staff trainings, and emergency preparedness
- Support various areas within human resources administration, including employee onboarding
- Support the maintenance of the Foundation's physical and digital filing systems
- Help maintain staff equipment inventory; ensure equipment and supplies are stocked and functioning; help arrange maintenance for office equipment
- Champion the Foundation's commitment to an organizational culture of collaboration
- Perform general clerical duties such as filing, typing, copying, and scanning
- Perform other related duties, as assigned

Qualifications

- Current undergraduate junior/senior, graduate student, recent graduate, or equivalent experience
- Interest in pursuing a career in the nonprofit sector, arts administration, human resources, philanthropy, or related field
- Excellent communication, interpersonal, and listening skills with a friendly, upbeat demeanor
- Strong ability to multi-task and pivot as necessary
- Familiar with MS Office Suite; strong computer proficiency, experience with Mac OS a plus but not required
- Enjoys organizing information and data with superb attention to detail
- Passion for the Levitt mission of *building community through music*

Application Submission

To apply, upload your resume and cover letter to <https://jobs.appone.com/levittfoundation>.