



## Levitt Family Foundation Operations Intern Position Announcement

**Position Title:** 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:** March 16, 2026

**Applications Due:** Open until filled

**Compensation:** \$18.00 per hour. College credit possible, please check with your academic advisor to make arrangements.

### **About the Levitt Family Foundation**

The Levitt Family 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 2026, the Foundation is supporting more than 900 free outdoor concerts nationwide in 100+ towns and cities across all 50 states and Puerto Rico, bringing joy to over one million people of all ages and backgrounds.

The Levitt Family 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 Family Foundation and the national Levitt network, visit [levitt.org](https://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 Family Foundation Operations Intern is an excellent opportunity to gain valuable experience in the overall operations and administration of a national organization, alongside a dedicated team of professionals, and develop project management, cross-department 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.
- Understand how operations, HR, and finance support mission delivery for a national funder.
- Learn how nonprofits maintain accountability, compliance and internal finance controls.
- 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
- Assist with the preparation and execution of Foundation events, including team-building activities, wellness initiatives, staff trainings, and emergency preparedness
- Design engaging flyers and digital graphics for HR benefits, recognition, and events
- Support the maintenance of the Foundation's physical and digital filing systems; support documentation and record-keeping systems
- Organize team meetings, including meeting setup and catering
- Maintain supplies and inventory
- Track credit card receipts and prepare expense reports
- Draft, prepare, and edit documents including agendas, letters, reports, budgets, special projects and other documents in a range of formats including Word, Excel, PDF, and PowerPoint
- 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, email your cover letter and resume to <https://jobs.appone.com/levittfamilyfoundation>.