



## Mortimer & Mimi Levitt Foundation Operations Intern Position Announcement

**Position Title:** Levitt Foundation Operations Intern

**Reports to:** Director of Operations

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

**Time Commitment:** Part-time; 16-24 hours/week for 10 weeks (September to December)

**Announcement Date:** July 12, 2023

**Applications Due:** Open until filled

**Compensation:** \$17.00 per hour

### **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 to build a more equitable, healthy, and thriving future for all. We realize our mission of *building community through music* through two core programs: the Levitt venue program and the Levitt AMP [Your City] Grant Awards. In 2023, more than 650 free outdoor Levitt concerts will take place in 41 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 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 committed to equity, diversity, and inclusion? 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 Director 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 a more equitable, healthy, and thriving future for all.

### **Responsibilities**

- Provide overall support to the Director 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 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
- Interface with the organization's vendors
- 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 equity, diversity, and inclusion by participating and promoting the Foundation's culture of inclusion and 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 and a people-first attitude
- Strong ability to multi-task and pivot as necessary
- Familiar with MS Office Suite; strong computer proficiency, experience with Macs 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 [levittsearch@levitt.org](mailto:levittsearch@levitt.org), and include "Operations Intern" in the subject line.

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.