

Levitt Family Foundation
Programs Associate Position Announcement

Position Title: Programs Associate

Reports to: Senior Programs Manager

Location: Echo Park, Los Angeles, CA; hybrid: remote (2 days/week), office (3 days/week)

Time Commitment: Full-time

FLSA Classification: Non-Exempt

Announcement Date: January 5, 2026

Applications Due: open until filled

Compensation: \$25 - \$30/hour; commensurate with experience

About the Levitt Family 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 2026, more than 900 free outdoor Levitt concerts will take place in 75+ towns and cities across America, bringing joy to over 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 Summary

The Levitt Foundation seeks a self-motivated and highly organized Programs Associate to join a collaborative team environment, providing high-level administrative support to the Senior Programs Manager through a range of tasks and responsibilities, including coordinating multiple aspects of the administrative processes that support the organization's grantmaking cycles, data collection, grantee communications, database management, and record maintenance. This position will also support the coordination of various grantee resources, partnerships, and national Levitt network activities related to the Foundation's mission-driven work, including convenings, conferences, site visits, and other program initiatives.

The ideal candidate has a high aptitude for administrative responsibilities, as well as a strong work ethic, enjoys dynamic problem-solving, and is detail oriented. Excellent writing, analytical, and interpersonal

skills are a must, along with a passion for Levitt's mission of supporting free, outdoor concerts as a means to revitalize public spaces and invigorate community life. This is a full-time, non-exempt position that may require some travel.

Responsibilities

Grantmaking

- Working closely with the Senior Programs Manager throughout grant cycle timelines for Levitt venues and festival grants, provide administrative support, including funds disbursements and tracking deliverables from grantees; coordinate with Programs department and Communications department accordingly
- Review grant applications for completeness, organize applications, and coordinate review process
- Prepare and send grant agreements and acknowledgement, award, and decline notifications, and other correspondence with grantees and applicants
- Support administration of annual data collection process for each Levitt venue, including compiling data for annual Levitt network report

Partnerships

- Track existing partnership deliverables
- Track grantee participation in resources provided via partnerships, including trainings, discounts, and conference registrations
- Support Senior Programs Manager with field scans of potential partner organizations that align with the Levitt mission

Research & Data Collection

- Track post-grant activity of prior Foundation grantees, including the continuation of free outdoor concerts, continuation of public space activation, additional creative placemaking projects in the community, economic impact, etc.
- Assist in Foundation research projects, as needed

Network Training & Resource Development

- Provide administrative and technical support for Levitt network virtual trainings, including feedback surveys, Zoom technical assistance, and compiling training resources for the Levitt network
- Provide administrative support for the Levitt network virtual trainings and resources communications strategy
- Assist with the preparation, facilitation, and execution of Foundation and national Levitt network initiatives, events, and activities, including network-wide programming, partnerships, conferences, convenings, site visits, and other in-person gatherings

General Administration

- Provide overall administrative support for grant programs, grantee resources, partnerships, and data collection
- Track and review grantee expense reports and documentation; support payment processing

- Assist in reviewing, responding, and routing inquiries received in Programs department email boxes
- Coordinate meetings and conference calls; assist with preparation of meeting materials
- Assemble Levitt information packets for inquiries and presentations
- Serve as a Levitt ambassador and provide support for the organization's presence at events, conferences, and other related activities
- Perform general office and clerical duties including answering phones, filing, making photocopies, and coordinating mailings
- Assist with special projects as directed
- Perform other related duties as assigned

Qualifications

- 3+ years of relevant experience
- Strong communication, interpersonal, and listening skills; great phone presence with ability to deliver excellent service
- Excellent attention to detail and accuracy; highly organized
- Strong project coordination skills with demonstrated track record; strong ability to balance multiple projects simultaneously while meeting deadlines
- Ability to problem solve, think creatively, and adapt to shifting priorities as needed
- Familiar with MS Office Suite; strong computer proficiency; experience with Macs a plus, but not required
- Comfortable working in a fast-paced, evolving environment
- Highly self-motivated with ability to work independently and collaboratively
- High degree of integrity handling sensitive and confidential information
- Willingness to work flexible hours, including some nights and weekends
- Bachelor's degree or equivalent experience

Application Submission

To apply, email your cover letter and resume to levittsearch@levitt.org, and include "Programs 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.