

**Mortimer & Mimi Levitt Foundation**  
**Operations Associate Position Announcement**

**Position Title:** Operations Associate

**Reports to:** Director of Operations

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

**Time Commitment:** Full-time

**FLSA Classification:** Non-exempt

**Announcement Date:** July 6, 2022

**Applications Due:** Open until filled

**Compensation:** \$22.00 to \$24.24 per hour; commensurate with experience

**About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation is a national social impact funder that partners with nonprofits to build thriving, more connected communities through the power of free, live music. 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, a multi-year grants program. In 2022, more than 500 free outdoor Levitt concerts are taking place in 25 towns and cities across America, bringing joy to more than 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. 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 Levitt Foundation and the national Levitt network, 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, provides support to the Director of Operations and Operations 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 Director 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
- Coordinate cleaning schedules and relevant logistics in accordance with the COVID-19 Workplace Safety Policy
- 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
- 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 and accommodations
- 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
- Provide general administrative support for the Levitt Foundation and network as needed

#### *Finance*

- Assist staff with monthly expense reimbursements; track and review expense reports for accuracy prior to submission to AP for processing
- 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
- 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 Director of Operations with staff trainings
- Assist Director 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
- Familiar with MS Office Suite; 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 degree of integrity handling sensitive and confidential information
- Willingness to work flexible hours, including some nights and weekends
- Able to sit or stand for a prolonged period of time working on a computer
- Passion for and commitment to the Levitt Foundation's mission

### **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.