



**LA84 Foundation**  
**Position Posting: Executive Assistant / Program Associate**

**TITLE:** Executive Assistant / Program Associate

**THE ORGANIZATION:** As a legacy of the 1984 Olympic Games, the LA84 Foundation continues to be a nationally recognized leader in support of youth sport programs and elevating the importance of sports in positive youth development. LA84 seeks to provide an opportunity for every child to participate in sports and experience the wide range of positive outcomes associated with youth sport participation. Since its launch in 1985, LA84 has invested millions in the communities that supported the Games, reaching more than 3 million youth throughout Southern California, from Santa Barbara to San Diego County. The LA84 Foundation continues to promote the spirit of the 1984 Olympic Games by convening and engaging local, national and international audiences about the role of sport in society, and the impact of the Olympic Games on host cities, especially as we look ahead to the 2028 Games. LA84's headquarters is located in the historic Britt House near downtown Los Angeles, where it houses meeting facilities and the world's premier sports library. For more information, please visit [www.la84.org](http://www.la84.org).

**POSITION SUMMARY:**

Reporting to the President and CEO, the Executive Assistant/Program Associate position's primary focus is to support the President/CEO and the broad activities of the Foundation's core programs and operations. The Executive Assistant/Program Associate will multitask, prioritize incoming requests, and work with initiative without requiring close supervision. The role requires analytical and communication skills to appropriately prioritize duties, engage and work collaboratively with the team in a proactive and positive style, and to produce results on-time with meticulous attention to detail. S/he will have administrative duties such as scheduling meetings, scheduling travel and multi-person meeting coordination, and drafting correspondence, but will also be required to assist with special projects as required. Interest in youth development and/or sport recommended. S/he will be involved with a large range of contacts ranging from entry level to extremely high-level and may be exposed to sensitive information requiring discretion, good judgement and confidentiality. S/he will also coordinate/interface with other departments. This position requires comfort and agility in working in a fast-paced work environment and the ability to well-represent the organization and President & CEO to external audiences by phone and email.

**ESSENTIAL FUNCTIONS:**

- Support the President & CEO
- Receives and screens incoming calls and visitors, determines priority and alerts Executive accordingly
- Coordinates Executive's schedule; confirms appointments and meetings; with as needed of required agendas and supporting materials as directed;

- Coordinates multi-person conference calls and meetings; supports agenda development and material preparation; and manages conference line set-up
- Coordinates Executive travel, including but not limited to conference registration, travel authorizations, air bookings, lodging arrangements and ground transport
- Processes expense and reimbursements for Executive in accordance with policy.
- Formats a variety of documents, reports, memos, charts, slide presentations, and graphics consistent with the organization's style guide
- Supports data and document management, including filing, scanning and storing digital versions of documents in relevant enterprise content management systems
- Ability to exercise discretion in handling sensitive or confidential information or situations
- Drafts straw content for Executive meetings, supports Board and Committee meetings with note-taking and action item follow-up
- Orders catering for Executive-owned meetings
- Managing list of topics for Board meetings; supports and coordinates with Senior leadership with board meeting preparation
- Manages collection process of supporting materials for Board meetings; Prepares and formats materials to ensure materials are Board-ready
- Runs, formats and provides reports from relevant systems, Excel Workbooks, Fluxx, and other databases as directed
- Fulfills information requests from internal or external stakeholders as directed
- Researches news, youth and sport issues, policy and law, as well as background information on potential partners and contacts
- Supports the organization's commitment to diversity and inclusion, and values a diversity of perspectives
- Adheres to policies and procedures to ensure alignment with regulations and directives
- Collaborates both internally and with external stakeholders to capture, synthesize and share learning and knowledge out comes with the ongoing execution of all activities as necessary.

Other duties and responsibilities may be assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.

#### **QUALIFICATIONS:**

- **Minimum Education:** Bachelor's Degree.
- **Minimum Experience:** 5-7 years experience

#### **Knowledge & Skills:**

- Excellent interpersonal skills, collegial and collaborative approach
- Identifies solutions to be responsive to stakeholder needs;
- Considers impact when executing daily tasks
- Mission-driven and self-directed, with a demonstrated passion for LA84's work; strives to model organizational values through daily actions and behaviors
- Collaborates with peers to drive results in alignment with organizational and operational goals in support of the organization's mission; is able to work in

cross-functional teams; is able to establish and maintain effective working relationships with co-workers, public officials and the general public

- Communicates effectively both written and oral; demonstrates active listening and comprehension; selects and uses appropriate communication methods to keep others appropriately informed; able to tailor messages appropriately to various audiences
- Diplomacy skills to deal effectively and professionally with issues that arise with outside vendors and with internal stakeholders; demonstrated ability to pay close attention to details with excellent accuracy and completeness; ability to maintain the confidential nature of all employees and company proprietary and privileged information used or observed in the course of performing job duties
- Competent in required job skills and knowledge; ability to learn and apply new skills; ability to learn how to operate new systems quickly; demonstrated ability to set priorities, establish clear expectations and execute identified projects; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; knows how to use technology tools to effectively manage and expedite processes; uses resources effectively
- Works in an organized manner with strong attention to detail; prioritizes and plans work activities; ability to effectively manage overlapping projects and deadlines; ability to work under pressure, meet deadlines and adjust to changing priorities; uses time efficiently; plans for additional resources; integrates changes smoothly; sets goals and objectives; ability to manage high performance projects

### **Computer Skills:**

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to use widely supported internet browsers
- Familiarity with databases and data mining/analysis
- Familiarity with grants management software and relational databases, Fluxx is a bonus.

### **Certificates, Licenses and Registrations:**

- Valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions
- Valid automobile liability insurance

### **Travel Requirements:**

- This position requires travel locally as needed

### **WORKING CONDITIONS:**

- General office environment.
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

**COMPENSATION:** Commensurate with experience

**REPORTS TO:** President & CEO

**To apply:** Please send resume, cover letter and the names, phone numbers and email addresses of three professional references by e-mail to [officemanager@la84.org](mailto:officemanager@la84.org) . Please use as subject heading "Executive Assistant/Program Associate" and your last name. Review of applications will continue until the position is filled.