

**LA84 Foundation**  
**Position Posting: Program Associate (Full Time, Non-Exempt)**

**TITLE:** 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. The Foundation accomplishes this through grantmaking, research, coaching education and direct support. 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. LA84's headquarters is located in the historic Britt House near downtown Los Angeles, where it houses meeting facilities and one of the world's largest collections of Olympic artifacts. For more information, please visit [www.la84.org](http://www.la84.org).

**POSITION SUMMARY:**

Responsible for providing support and project coordination for research, grants monitoring and analysis, communications and outreach efforts, and special events.

**ESSENTIAL FUNCTIONS:**

- Project and Research Support:
  - Researches and analyzes trends and issues of importance to LA84 from written materials, interviews, community meetings, online resources, or other useful sources. Presents findings in written and oral formats to program officers and others as appropriate.
  - Generates reports and analyses data from the Foundation's grants management database.
  - Assists with special projects for LA84, ensuring a thoughtful and measured process, timely preparation and coordination of key activities and materials focused on partners, review panels, advisory committees, and LA84's Board of Directors.
  - Maintains accurate database of initiative partners and records (i.e., minutes, meeting materials, invoices, vendor contracts etc.), coordinates special project timelines and handles meeting/events logistics.
  - Interacts with grantee and community partners to collect and maintain various data projects with multiple parties
- Grants Management and Analysis:
  - Monitors and reports regularly to program officers on proposals and the grant process including grant agreements, progress reports, payment requests, and other related correspondence.
  - Updates and maintains databases.
  - Works closely with the Grants + Programs Team to develop new reports and improve processes.
  - Communicates and meets with grantees, as directed.
  - Assists with the intake, review, and processing of grants, as needed.

- Under the direction of the program manager/officer, assists with review of applications for funding support through written analysis, site visits, knowledge of the field, interviews with other funders and comparisons with other funding requests, as needed..
- Coordination:
  - Collaborates with the LA84 interdepartmental teams to lead coordination of regular communications, project team meetings, convenings, dissemination of reports, etc.
- Outreach:
  - Seeks opportunities to inform nonprofit organizations of opportunities to partner with the foundation. Builds and maintains relationships with project stakeholders, grantees, community leaders, policy makers.
- Internal Integration of Work:
  - Identifies opportunities for and integrates the functions and skills of Grants + Programs, Research, Collections, and Partnerships + Events to drive successful strategic outcomes for the organization.
  - Engages with internal and external resources to secure necessary competencies.
- General:
  - As appropriate, assists other departments and works as a member of interdepartmental teams to ensure the effective and efficient operations of LA84.
- At all times, demonstrates cooperative behavior with supervisors and coworkers.
- Other duties as assigned, dependent on organizational needs and employee skills. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here.

#### **DESIRED SKILLS & EXPERIENCE**

- One to three years of experience, including strong administrative or coordination work.
- Confidence to not get rattled in the face of competing priorities and demands on time
- Strong interpersonal skills with the ability to build cross functional relationships
- Takes the initiative in seeking training on company processes/procedures
- Works collaboratively as part of a team
- Innovative thinker and creative problem solver
- Shows an entrepreneurial spirit
- Strong attention to detail
- Possesses strong organizational and follow up skills
- Experience with project management
- Superb internal and external communication skills (verbal, written, listening)
- Solid research skills
- Passionate about improving youth development through sport

#### **EDUCATION**

- Bachelor's degree, preferably in communications, marketing, business or related sports / health/science field

Job Type: Full-time; non-exempt

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs

**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; Non-exempt; 32-40 hours; eligible for overtime

**SALARY LEVEL:** \$39,520-\$45,760 per year, Commensurate with experience.

**REPORTS TO:** Vice President, Grants & Programs

**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 "Program Associate" and your last name. Review of applications will continue until the position is filled.

The LA84 Foundation is an equal opportunity employer and does not discriminate against employees or qualified job applicants on the basis of actual or perceived race, religion, creed, color, sex, pregnancy, age, national origin, ancestry, ethnicity, citizenship, disability, genetic information, veteran status, marital status, familial status, sexual orientation, gender expression or identity status as a victim of domestic violence, stalking and sex offenses, or any other status protected by applicable federal, state or local law.