



**LA84 Foundation  
Position Posting: 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 directly to the Director, Grants & Programs, the Program Associate is responsible for coordination and administrative support to various projects, initiatives and programs; as assigned. 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 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 requires the ability to well-represent the organization to external audiences by phone and email.

**RESPONSIBILITIES:**

- 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 their manager or program 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.

## **SKILLS**

- 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;
- Effective written and verbal communication skills; y; demonstrates active listening and comprehension; selects and uses appropriate communication methods to keep others informed; able to tailor messages appropriately to various audiences.
- Detail oriented with the ability to multitask and work independently with minimal supervision.
- Other duties assigned may include special event promotion, staffing community events.

## **REQUIREMENTS**

- Associate degree. Bachelor's degree would be a plus.
- 3-5 years of experience in event/meeting coordination with increasing responsibilities.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), Sharepoint, OneDrive, Teams and other online meeting platform skills.
- Mission-driven with a demonstrated passion for LA84's work; strives to model organizational values through daily actions and behaviors.
- Excellent interpersonal skills, collegial and collaborative approach.

- Ability to exercise discretion in handling sensitive or confidential information or situations
- Demonstrated ability to pay close attention to details with excellent accuracy and completeness
- Ability to work efficiently and multi-task in an unstructured environment with frequent interruptions and demanding deadlines.
- Diplomacy skills to deal effectively and professionally with outside vendors and with internal stakeholders;
- Ability to maintain the confidential nature of all employees and company proprietary and privileged information used or observed while performing job duties.
- Desire to learn and apply new skills;
- Demonstrated ability to set priorities, establish clear expectations and execute identified projects;
- Understanding of how job relates to others;
- Understanding of how to use technology tools to effectively manage and expedite processes
- Knowledgeable about the issues impacting youth development.

**WORKING CONDITIONS:**

- General office environment, depending on health and safety precautions. May be working remotely.
- 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.

**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.

We will review applications as they are received and will contact prospective candidates directly, please no calls.

The LA84 Foundation is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.