

LA's BEST Afterschool Enrichment Program
ENGAGEMENT ASSOCIATE
(Job Posting - 9/19/2023)

About LA's BEST

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

Job Overview and Responsibilities

Reporting to the Director of Board Engagement, the Engagement Associate is a key member of the Nonprofit Office, working closely with the fundraising, advocacy and communications teams to foster increased partner engagement with the LA's BEST program. They will partner with the LAUSD Operations Office to create opportunities for the broader LA's BEST community to connect with the program in meaningful ways, inspiring increased partnership and support. This is a new position, filling a significant need of the organization. Core responsibilities may include:

- Managing collaboration with the LAUSD Operations to support private and public partner engagement with the LA's BEST program. This includes planning site visits, volunteer and employee engagement, partner recognition events, and other cultivation activities that have a direct connection to programming.
- Maintaining a calendar of programmatic events to support the fundraising, advocacy, and communications team in building engagement.
- Creating systems to increase internal collaboration between the Nonprofit office and the Operations office.
- Managing engagement with LA's BEST alumni to find, track, and support alumni as advocates, donors, and champions for the program.
- Supporting the team in planning and executing all events, including site-based events, fundraising events, and cultivation events.
- Working with the Communications team to support story gathering.
- Participating in special projects related to private or public partnerships as needed.
- Collaborating with other nonprofit staff on key initiatives or special projects as assigned.

Core Competencies

- Proactive and flexible in a changing and fast-paced environment, while working with tight resources and a small team.
- Ability to manage and prioritize concurrent projects with grace and meet deadlines.

- Ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.
- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Adept at using technology and working remotely with colleagues to facilitate daily work.
- Committed to the mission, vision and values of LA's BEST.
- Creative approach to identifying opportunities to increase engagement with students and adults and comfortable facilitating the resulting activities.

Qualifications and Experience Requirements

- Bachelor's degree or equivalent experience.
- Approximately 3 years of work experience, nonprofit or education experience preferred; experience working with children is also preferred, but not required.
- Familiarity with communities served by LA's BEST.
- Spanish language proficiency is preferred, but not required.

Compensation

\$66,000 - \$75,000; commensurate with experience.

Work Location

Currently, there is a hybrid work environment with two days per week required at the office in downtown Los Angeles. Occasional evening and weekend work is required for events throughout the year. Candidates must also be able to travel to school sites and meetings/events within LA County on a semi-regular basis and have access to reliable and timely transportation.

Company Benefits

LA's BEST provides employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, flexible time off, cell phone stipend, flexible spending account, and other benefits.

Mileage is reimbursed for work-related functions throughout Los Angeles County, outside of the normal commute to-and-from the office in downtown Los Angeles, and parking in downtown LA near the office will be provided (or a public transit stipend).

Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application

process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How to Apply

Please submit a resume and cover letter to [hiring@lasbest.org](mailto: hiring@lasbest.org) with "Engagement Associate" in the subject line. Applications will be accepted on a rolling basis until the position is filled.