

LA's BEST Afterschool Enrichment Program
GOVERNMENT RELATIONS 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 Vice President of Public Partnerships & Policy, the Government Relations Associate is a key member of the Public Partnerships & Policy team, working to increase the organization's capacity to strengthen public partnerships and advocate for funding and policies that benefit LA's BEST communities at the local, state and federal levels. The Government Relations Associate will support improved internal systems, organization, and processes for the department in addition to building external relationships with key stakeholders in government & public institutions.

This is an exciting opportunity for an early-career professional to gain hands-on experience in nonprofit government relations at an organization which is a public-private partnership between LAUSD and the City of Los Angeles with an operating budget that is more than 95% publicly funded. This is a new position, filling a significant need of the organization. Core responsibilities may include:

- Inviting elected officials and public partners to LA's BEST meetings, events and site visits; coordinating their participation in collaboration with the team to ensure a positive experience.
- Building relationships with staff of elected officials and other key stakeholders and increasing their knowledge of and connection to the mission of LA's BEST.
- Coordinating logistics for government relations efforts including database tracking and reporting, meeting and event details, print and digital materials, travel, and budget/expense management.
- Creating, maintaining and improving systems, processes, and materials for the department to improve efficiency and effectiveness.
- Attending meetings, webinars, events, and hearings related to public partnerships to represent LA's BEST; recording notes, capturing content, and sharing internally and externally.
- Supporting efforts to build coalitions within and outside of the expanded learning field.

- Researching relevant policy issues and developments and sharing information with the team .
- Collaborating with the Communications team to share about advocacy efforts through the LA's BEST website, social media, mailings, and eBlasts,
- Partnering with the Communications team to develop champions and spokespeople to participate in advocacy efforts, including alumni, staff, parents and students.
- 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.

Qualifications and Experience Requirements

- Bachelor's degree or equivalent experience.
- Approximately 3 years of work experience, nonprofit or government experience preferred.
- Knowledge of Los Angeles and California public officials, institutions, politics and policy.
- Familiarity with Los Angeles communities and communities served by LA's BEST.

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. Occasional travel throughout California, especially Sacramento, may be required.

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 with "Government Relations Associate" in the subject line. Applications will be accepted on a rolling basis until the position is filled.