



## **Job Announcement**

**Position:** Program Assistant, Council Relations

**Hours:** Full-time

**Salary:** \$24-\$27/hour commensurate with qualifications and experience

**Benefits:** Health insurance, parking, metro pass, 28 days paid leave (vacation, sick & holiday), 401(k) with partial employer matching, Hybrid Workplace, Flexible Hours

**Reports to:** Director of Council Relations

**To Apply:** Please email resume, cover letter, and contact information for two references to [hr@lfla.org](mailto:hr@lfla.org). This position is open until filled.

## **ABOUT LIBRARY FOUNDATION OF LOS ANGELES**

The Library Foundation of Los Angeles is a private foundation with a very public purpose. We support and enrich the capabilities and services of the Los Angeles Public Library. We accomplish our mission through fundraising, advocacy and innovative programs that benefit our diverse community and promote greater awareness of the Library's valuable resources.

## **POSITION SUMMARY**

The Program Assistant, Council Relations provides administrative support to The Council of the Library Foundation, one of the three major fundraising groups supporting the organization. This candidate must be exceedingly well organized, flexible, proactive, able to work independently, and should welcome the administrative challenges of supporting a small office of diverse people and programs. Candidate should maintain a high level of professionalism and discretion. Excellent written and oral communication skills, strong decision-making ability and attention to detail are equally important.

## **DUTIES AND RESPONSIBILITIES**

- Assistance to the Director of Council Relations
  - Managing the Director's meeting schedule and logistics
  - Ensure proactive preparation of the Director's meetings (research and notes)
  - Provide donor reports to Director as requested
  
- Assistance to the Council of the Library Foundation
  - Respond to telephone and email inquiries from Members of the Council
  - Prepare and send Council e-mail communications
  - Maintain an accurate record of events and donor information in Raiser's Edge NXT

- Assist with Membership renewals (preparing form letters, email correspondence, etc.)
- Assist with Council Collateral Production (digital event invitations, brochures, etc.)
  
- Work with the Special Events Manager to assist with major annual fundraising events such as the Literary Feasts, the Council Literary Series, Annual Awards Dinner and special occasions central to Foundation fundraising (some evening and weekends required)
  
- Other duties as assigned

#### **DESIRED QUALIFICATIONS**

- Ability to embrace and endorse the mission of the Library Foundation
- Energetic professional with the interpersonal and communication skills to manage donor relationships
- Demonstrated ability to work collaboratively with volunteer leadership and colleagues
- Experience with CRM software; experience with Blackbaud/Raiser's Edge is an added plus
- Proficiency with MS Office Suite (Outlook, Word, Excel)
- Experience with event and marketing software, such as Eventbrite and Mailchimp

#### **EDUCATION AND EXPERIENCE**

- Qualified candidates must have an AA degree from an accredited college or university or comparable work experience