

# City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

## Call for Applications: FOUNDATION ASSISTANT (Part-Time, 24 hours/week + Benefits)

**Be a part of something bigger. Put your passion and talent to work helping education nonprofits thrive.**

At City Scholars® Foundation, we're on a mission to do just that, as we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give each year over 56,000 low-income youth a better chance to learn and achieve against the odds.

To expand our impact throughout Southern California and beyond, we're looking for an organizationally gifted and proactively motivated **FOUNDATION ASSISTANT** to join our team. With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **FOUNDATION ASSISTANT** provides strategic program and operations support the Foundation depends upon to thrive.

If you are a versatile, collaborative, "let's do this" team player who (1) enjoys supporting a diverse portfolio of priorities, projects, meetings and events AND (2) would love joining forces with a small dedicated staff and a growing community of collaborative, fun-loving executive volunteers who, together as TEAM City Scholars®, make the Foundation's mission possible, then we look forward to reviewing your application.

### WHO WE ARE:

We are City Scholars® Foundation, a small yet growing philanthropic organization founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping youth succeed both in and out of the classroom. That's why we're passionately committed to helping education nonprofits thrive.

### WHAT WE DO:

To survive and thrive, quality education nonprofits depend upon resourceful, resilient, and collaborative leaders who need more than heart to keep the lights on and the doors open. Because education counts and leadership matters, we've partnered since 2014 with a growing corps of executive volunteer donors, corporate and foundation partners, and other leadership donors to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative, tuition-free leadership and capacity building institute, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 21) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 56,000 low-income, high-potential youth each year throughout the five-county Greater Los Angeles region to succeed in school, at work and in life. Be inspired at [www.cityscholars.org](http://www.cityscholars.org).

**WHAT YOU'LL DO:**

As our **FOUNDATION ASSISTANT**, you'll report to our Founder & President and our Associate Director; work closely with our Executive Coordinator; interact extensively by phone, email and in-person with TEAM City Scholars® executive volunteer donors, corporate, foundation and community partners and other supporters; and, represent the Foundation with a high level of professionalism at all internal and external events.

This part-time role offers a unique opportunity to achieve significant impact while also supporting work-life balance and professional development. You'll provide consistent, high-quality administrative, logistical and operational support to strengthen the Foundation and help a growing network of education nonprofits both survive and thrive giving thousands of low-income youth a better chance to learn and achieve against the odds.

Core accountabilities for this high-impact role include but are not limited to:

- supporting program administration and event coordination for our Fellowship for Education, including the annual nomination and selection process, monthly convenings (in-person and virtual), resource sharing, impact surveys, database management, research, and communications.
- helping to design, organize and curate our Fellowship for Education's IMPACT Library, including testimonials, demographics, leadership challenge trackers, videos, photos, etc. for our Foundation Fellows and the education nonprofits they lead.
- maintaining accurate contact and donor databases; assisting with communications outreach and supporting philanthropy operations, including timely, accurate processing and recording of donations, pledges, and pledge payments (using Quickbooks and Salesforce); and, preparing and sending personalized gift acknowledgements.
- ensuring our hybrid office runs smoothly by reserving conference space at our co-working office center when needed; requesting mail forwarding for, processing, scanning and filing mail received; maintaining orderly corporate email inboxes; and, assisting with organizing and streamlining the Foundation's digital filing system.
- assisting with day-to-day Foundation operations, special projects and other duties, as needed

**WHO YOU ARE:**

**To thrive in this role and achieve significant impact, you:**

- share our passion for helping education nonprofits close the achievement and opportunity gap for thousands of low-income, underserved youth (as demonstrated through your professional and/or volunteer service); and, are confident engaging with and supporting executives and senior leaders.
- have earned a Bachelor's degree (or equivalent education + experience); and, offer a proven record of accomplishment (ideally 2 – 3 years) in a similar administrative/project support role preferably in a philanthropic or nonprofit environment.
- are highly self-accountable, impact-driven and excel working independently and collaboratively in hybrid, small team office environments.

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- see the BIG picture while executing day-to-day details with excellence; take ownership and initiative; balance focus with flexibility and enthusiasm with patience; demonstrate strong analytical and problem-solving skills; possess excellent written and verbal communication skills; thrive supporting multiple (sometimes changing) priorities and projects; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office, Google Workspace and Zoom. Experience using QuickBooks (particularly QuickBooks for Nonprofits) and Salesforce is preferred but not required. Proficiency with and/or the ability to quickly learn Dropbox, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro software and various social media is a plus.
- can present proof of full COVID-19 vaccination; have a dedicated workspace and secure, reliable, high-speed internet for remote work and collaboration; possess a valid driver's license; own or have access to a dependable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

### **COMPENSATION:**

As **FOUNDATION ASSISTANT**, you'll join our team earning \$25/hour (plus benefits). You'll work part-time generally 24 hours/week, Monday – Thursday (during office hours) + additional hours on designated Fridays (approximately 5 – 10/year) for quarterly board meetings, the annual TEAM City Scholars® Leadership Summit and special projects.

### **BENEFITS:**

- Hybrid Workplace (Remote + Downtown LA): Employees must be able to participate in and/or support in-person meetings, site visits and events held at various locations throughout the Greater LA region. Current in-person collaboration is generally 2 - 4 times/month.
- Commuter Benefit Plan for in-office work and in-person meetings and events
- Paid Time Off (including end-of-year office closure)
- Employer Contribution to group health plan and SIMPLE IRA retirement savings plan upon eligibility
- Professional Development Opportunities

### **HOW TO APPLY:**

Submit **(1) your professional resume** and **(2) a brief yet thoughtful cover letter** sharing a. what fuels your passion for our mission, b. how, as our **FOUNDATION ASSISTANT**, you can help make our mission possible and c. why you want to join TEAM City Scholars®.

Email both application documents as **PDF files to [team@cityscholars.org](mailto:team@cityscholars.org)**. Please indicate the following in the subject line: *Last Name, First Name – Foundation Assistant Application*. Only qualified applicants selected for the interview process will be contacted. No phone calls please. City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*