Employment Opportunity

Position Title: Community Relations Associate
Classification: Full time (40 hours a week), Hourly, Non-Exempt
Workplace: Hybrid: Office in Downtown LA, Event Locations in Los Angeles County
Pay Range: $24 to $26 per hour
Benefits: Package Detailed Below
Supervisor: Executive Director

Here's What You Will Do:

The Los Angeles County High School for the Arts Foundation is seeking a proactive and detail-oriented Community Relations Associate to join our mission to advance the arts at the Los Angeles County High School for the Arts (LACHSA). In a unique, public/private partnership, the LACHSA Foundation exists as the founding charitable partner to increase opportunities for LACHSA's exemplary arts programming while mobilizing a vibrant community of donors, advocates, and partners who believe in public education and the limitless potential of student artists who are born to create.

As the Community Relations Associate, you will join the Foundation's team as a public-facing ambassador of the LACHSA Foundation supporting revenue-generating activities, database management, program development, governance, and event relations. Reporting directly to the Foundation's Executive Director, this position offers you opportunities for growth in skillsets, a positive team environment, and a flexible full-time schedule with some nights and weekend responsibilities. You will be working for an aspirational charity with over forty years of history during a period of growth and values based on transparency, trust, access and opportunity.

Here are the Essential Duties and Responsibilities:

- Supports fundraising strategies such as school-based on-site fundraising, individual giving, corporate partnerships, and grants management.
- Coordinates event planning and producing from intimate gatherings to high profile celebrations of the Foundation's mission.
- Builds community relationships in partnership with volunteers, the public, and parent volunteers to achieve the Foundation's strategies and objectives.
- Organizes and maintains excellent files, records, correspondence in the Foundation's CRM, digital and paper filing systems, and office supplies for fundraising, governance, and general office operations.
- Prepares for internal and external meetings with the Foundation's staff and Board of Trustees including calendaring, correspondence, proactive planning, or organizing reports.
- Additional relevant duties may be assigned, as needed.

Here are the Qualifications We Seek in a Top Tier Candidate:

- Associate Degree or Bachelor Degree with preference in arts, business, or charity disciplines
- 2 to 3-years of experience working in a nonprofit office with fund development and operational responsibilities
- Computer literate; able to effectively use computerized databases, with demonstrable skills in Canva as well as Microsoft Office Suite, Adobe, and Google Workspace. Bloomerang or similar donor CRM skills required
- High commitment and attention to detail with excellence in work habits, time-management, and implementation
- Strong communication and interpersonal skills for meetings with board members, donors and guests
- Excellent oral and written communication skills in digital and letter writing formats
- Experience managing volunteers in events and on projects
- Commitment to collaboration, continuous learning, professionalism, and a positive environment

born to create

- Ability to develop, organize, and plan for office operations and fundraising projects
- Positive team player, adaptive to working independently and in a group setting
- Assist with financial processing, inventory control, marketing collateral, and mailings

Physical/Mental Requirements: The position works in a hybrid work environment with a dedicated workstation and occasionally requires the ability to lift and move objects weighing up to 50 lbs. There is frequent bending, stooping, reaching, and sustained standing as needed for events or other programs and fundraising activities. Visual, hearing, or dexterity ability. Candidates must meet all safety and ergonomic standards when handling equipment.

Work Environment: The successful applicant will work well in various settings with creative, multicultural teams and with diverse constituencies. They will be self-motivated, work well under pressure, and be able to handle several projects at one time. May necessitate working in busy and loud environments and may be exposed to elements like cold, heat, dust, noise and odor. Weeknight and weekend work increases during the school year (August – June), but the Foundation maintains an office and new gallery space with a 40-hour work week year-round. Candidate must be able to travel within LA County to various venues and locations as work requires.

Benefits: The LACHSA Foundation offers ten paid holidays, plus two floating paid holidays. The Foundation's benefits package includes 5 paid sick leave days or 40 hours per year, as well as medical, dental and vision insurance. Vacation benefits begin with two weeks of vacation or 80 hours per year and will accrue at various rates for each regular hours worked, depending on the number of continuous years of service with the LACHSA Foundation.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, gender expression, marital status, national origin, ancestry, physical or mental disability, medical condition, genetic information, age, veteran or military status, or any other protected category under California law.

Instructions to Apply:
Please submit a cover letter and resume to jobs@lachsafoundation.org and include three professional or personal references with contact email and phone number. Deadline to apply is Monday, November 30, 2026

About the LACHSA Foundation:
The LACHSA Foundation was founded in 1984 to raise awareness and provide critical funding that advances the exemplary arts education programs at Los Angeles County High School for the Arts (LACHSA). Today, our commitment is not simply one big check every school year. Our mission has multi-levels of engagement! We invest in many ways: capital campaigns, endowments, scholarships, fiscal management, parent volunteerism, partnership development, and many more. We also raise awareness for LACHSA's opportunity providing access to a free, conservatory style arts education in five arts disciplines to student artists across LA County. Every student at LACHSA is an artist living in all socio-economic communities, and representing LA County's multi-cultural, innovative, and resilient families.
We care deeply about LACHSA, and we believe LACHSA is worth every investment. www.LACHSAFoundation.org