



**TITLE:** Assistant, Community Outreach, Southern California

**REPORTS TO:** Director, Community Outreach, Southern California

**OFFICE LOCATION:** Woodland Hills, CA

**STATUS:** Full- Time, non-exempt, 40 hours per week

**PAY RANGE, DOE:** \$18-20/hour

**GENERAL DESCRIPTION:**

ALS Network exists to support people living with amyotrophic lateral sclerosis (ALS) and their loved ones through compassionate care, meaningful connection, and trusted resources. We partner with the ALS community to improve quality of life today while advancing advocacy efforts that elevate urgent needs, influence policy, and expand access to care, while driving the discovery of prevention strategies, treatments, and cures for tomorrow. Our work is rooted in the belief that no one should face ALS alone.

Under the direction and guidance of the Director, Community Outreach in Southern California, the Community Outreach Assistant will primarily provide administrative support for fundraising, mission awareness, and other constituent outreach efforts associated with the ALS Network’s signature and special events – including endurance events (SoCal Ride, Walk & Roll to Cure ALS), Walk & Roll to Cure ALS events at different sites in the region, and other events as assigned throughout the year. The Community Outreach Assistant’s job responsibilities are primarily in the areas of administration, event logistics support, office administration, volunteer recruitment and management, and general constituent support, as described below. This role is ideal for someone who is highly organized, people-oriented, and interested in nonprofit events, fundraising, and community engagement. The position offers hands-on experience across multiple aspects of event planning and mission delivery.

This is a five-day-a-week, in-office position during an established onboarding period. After completion of this probationary period, some remote work may be incorporated into the weekly schedule.

**ESSENTIAL JOB RESPONSIBILITIES**

**FUNDRAISING AND MARKETING FOR COMMUNITY OUTREACH EVENTS (50%)**

- Collaborate with and assist event leads for all Southern California Community Outreach events as directed by supervisor.
- Support team captains and event participants with all Luminate Online related issues and help them create their team/participant pages.
- Outreach to teams and participants as assigned and directed by supervisor to offer personalized coaching and assistance with fundraising efforts.
- Participate in committee meetings, team conference calls, and staff meetings and take minutes as directed by supervisor.
- Assist in the creation of social media content for Community Outreach channels.



- Attend outreach opportunities such as tabling events, educational programs, or community marketing on behalf of the ALS Network.
- Provide occasional support to other Community Outreach staff in the Northern California, Central California, and Hawaii regions, as well as the Special Events team and Endurance DIY events.

#### **LOGISTICS PLANNING FOR COMMUNITY OUTREACH EVENTS (20%)**

- Assist the Director and other Event Leads to administer, coordinate, and oversee site locations, set-up, equipment arrangements, and breakdown of all events assigned to the portfolio.
- Solicitation of in-kind donations to meet supplies needs for event day.
- Manage inventory of ALS Network merchandise items to be sold at in-person events and incentive items or gifts that have been acquired for fundraising participants, ALS clients, etc.
- Assist in the recruitment, training, and managing of volunteers for all events in the Southern California region.

#### **ANALYSIS AND SUPPORT (15%)**

- Assist with maintenance of event-related databases of teams and participants.
- Maintain engagement records in Raiser's Edge NXT.
- Maintain record consistency between Raiser's Edge NXT (CRM platform) and Luminate Online (event and fundraising platform).

#### **ADMINISTRATION, OFFICE MANAGEMENT, AND OTHER RESPONSIBILITIES (15%)**

- Assist with incoming phone calls and emails as needed for events assigned in portfolio.
- Assist Southern California staff with inventory of shared office supplies and maintain a professional, organized, and safe office environment for employees and visitors.
- Assist with Community Outreach-related scheduling, travel and lodging reservations, reporting, and record-keeping as directed.
- Other duties to benefit the work and mission of the ALS Network as directed by supervisor.

#### **JOB REQUIREMENTS:**

- College degree or a minimum of two (2) years of work experience.
- Proficiency in Microsoft products (no less than Word, Excel, and Teams), Zoom, and Google Workspace.
- Ability to plan and prioritize multiple projects/duties when faced with interruptions, fluctuating workload, and conflicting deadlines, and complete them in a timely manner.
- Excellent writing and editing skills, including the ability to prepare and proofread clear, concise, and grammatically correct business correspondence.
- Ability to work independently, evaluate data, and formulate sound decisions and recommendations.
- Ability to maintain a high level of confidentiality and use of tact and diplomacy.

#### **DESIRED BACKGROUND/SKILLS/KNOWLEDGE:**

- Recent experience in providing administrative support to professional staff, preferably at the management level.



- Knowledge of design software, e.g. Adobe InDesign, Photoshop, and Illustrator a plus.
- Familiarity with basic HTML and Raiser's Edge NXT (or similar CRM software) a plus.
- Outgoing team player who enjoys interacting with professionals, peers, volunteers, and those served by the organization.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- This position is primarily in office Monday-Friday with select evening or weekend hours for events and meetings.
- Moderate and occasional lifting, pushing, pulling or exerting force of up to 25 pounds.
- Regular sitting and standing associated with a normal office environment.
- Regular reaching with hands and arms.
- Frequent and repetitive manual dexterity needed for using a cellphone, tablet, and computer keyboard.
- Occasional need to stoop, kneel, or crouch.

**TRAVEL:**

- Valid California Driver's License and insurance.
- Must have reliable transportation.
- Occasionally, local, regional, and limited national travel are required.

**DISCLAIMER**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. ALS Network reserves the right to modify this position at any time, with or without notice.

ALS Network is an Equal Opportunity Employer committed to building a diverse and inclusive workforce. All qualified applicants will receive consideration for employment without regard to any characteristic protected by applicable law.

**TO APPLY:**

Interested candidates should submit **a cover letter and resume** to: Nikki Kentor, Director, Community Outreach, Southern California, at [nkentor@alsnetwork.org](mailto:nkentor@alsnetwork.org) with "Community Outreach Assistant" in the subject line.

No phone calls, please.