



GenSpace Leadership Fellow

Job Description

Organization Background

GenSpace, located in the heart of Los Angeles' vibrant Koreatown neighborhood, is the vision of Wallis Annenberg – a destination dedicated to enriching and expanding the lives of older adults by forging new relationships and creative expression through storytelling, technology, art, and horticultural therapy in beautiful green spaces. Programs and community partnerships at GenSpace will offer activities and opportunities specifically designed for older adults in a variety of areas: health and wellness, lifelong learning, social and intergenerational connection, technology, financial security, arts and culture, and horticultural therapy – along with access to a rooftop garden.

GenSpace is helping to reevaluate how society views getting older by challenging stereotypes and combating ageism through convenings, partnerships, and events that focus on a new way of looking at and talking about aging. All of this is the culmination of Wallis' vision for growing older in the 21st century: learning, teaching, sharing, caring – and doing! – for as long as we can.

Position Details

GenSpace is seeking two fixed-term part-time Leadership Fellows. The purpose of this fellowship is for interested individuals to gain additional experience in applying the skills they have learned in the classroom, or equivalent, to contribute to changing the national conversation on aging. The Junior Fellow position is designed for those who have:

- (1) obtained a bachelor's degree or equivalent in gerontology, communication, public health, or a related field, and
- (2) are enrolled or eligible to enroll in graduate coursework.

The Leadership Fellowship is a one-year position, beginning in early September. Hours of work will be about 20-25 hours per week, though individual work schedules will be developed based on each fellow's availability and class schedule. Rate of pay will be \$25 per hour.

The Leadership Fellows will report to the Director of GenSpace and will provide support and coordination for GenSpace Leadership Initiative and partnerships, with a focus on community-based organizations, private industry, and governmental partners (e.g., County, elected officials, Federal). They will be part of a small department/operation and must be comfortable working in a flexible workspace.

Essential Functions

- Assists GenSpace Director in research, outreach, and development of potential GenSpace partnerships, with a focus on community-based organizations, private industry, and

governmental partners (e.g., city, county, federal staff, and elected officials)

- Provides strategic administrative support for GenSpace partnerships and initiatives – including the GenSpace Leadership initiative – which include scheduling, coordinating, and attending meetings, preparing written correspondence/reports, and other administrative assignments;
- Contributes content, editing, and general support to programs and projects;
- Performs a variety of research efforts to support program priorities and projects;
- Support the implementation and development of programs, as needed
- Covers front desk, performing clerical tasks such as answering and transferring phone calls, greeting and assisting guests and vendors, data entry and maintenance of files, etc.; and
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Outstanding written, verbal, and interpersonal communications skills.
- Research and presentation skills.
- Ability to balance multiple priorities and projects effectively.
- Highly organized and resourceful, with a problem-solving acumen and professional demeanor.
- Enthusiastic, self-motivated, and committed to excellence.
- A keen interest in science, health, and aging.
- A passion for working on behalf of older adults.
- Proficient in Microsoft Office Suite/Google Workspace

Education, Experience, and Certifications

- Bachelor's degree or equivalent in gerontology, communication, public health, or related field.
- Currently studying in an academic program related to the aforementioned fields.
- 1-2 years of broad research and planning experience.

Note: This position description identifies only the major functions and responsibilities of this job. It does not include all aspects of the position, or additional duties that may be assigned by the Director. Please note there may be a requirement to help others complete special projects, support special events and other duties as assigned for the organization's overall benefit.

To apply for this position, please send application materials to HR@WALF.org.