



Bedari Kindness Institute Program Coordinator

BKI is searching for an exceptional UCLA graduate student to join as a part-time staff member (10-15 hours/week) to support its various programmatic activities and communications efforts. This would be a paid STDT 4 position (non-Academic title). Please note this is not a research position. Much of this work can be conducted remotely, but in-person attendance would be required at monthly seminars, BKI events, and some BKI staff meetings.

Duties will vary week to week. They might involve:

1) Communications Support

- a. Support the development of a regular newsletter; the “media” section of the BKI website, and other regular updates on BKI work.
- b. Manage, organize, and oversee BKI emailing lists and relationship management databases
- c. Communicate with BKI researchers about seminars and research updates
- d. Communicate with seminar guest speakers
- e. Communicate with program attendees (outreach/recruitment, reminders, follow-up, etc.)

2) Program Development and Support

- a. Participate in BKI/ISH monthly seminars
- b. Oversee logistics and coordination including catering, event location, UCLA Facilities Management, etc. and work with Finance Manager to process payments
- c. Work with the BKI team to brainstorm programming content
- d. Attend select campus and off-campus events and provide assistance
- e. Create program flyers, event descriptions/registration pages, and summaries
- f. Write seminar summaries

Qualifications:

- At least 1-2 years of work experience.
- Effective problem-solver.
- Excellent written and oral communication skills.
- Must be able to work effectively both independently and with a team in a fast-paced environment.
- Must be detail oriented, organized, and punctual.
- Must possess strong computer skills with proficiency in Microsoft and Google Office Suite.
- AVAILABILITY REQUIRED: Must be available to work throughout the entire academic year and some nights and weekends.

Desired Qualifications:

- Proficiency in Wordpress, Constant Contact, and Canva preferred.
- Experience planning public programming or events preferred.



College | Social Sciences

BEDARI KINDNESS INSTITUTE
UCLA COLLEGE – DIVISION OF SOCIAL SCIENCES
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- Experience with client relationship management software desired.

This is a good role for those who are interested in enhancing their administrative experience and enjoy programming.

Apply [here](#). Application deadline is October 22, 2025. Applications will be reviewed in the order they are received. Contact us at kindness@ucla.edu with questions.