



JOB ANNOUNCEMENT

STAFF ASSOCIATE

POSITION SUMMARY:

Job Title: Staff Associate

Position type: Part-time, 28 hours/week, some weekend hours

Pay rate: \$12 per hour

Experience level: Entry-level

Location: 1964 W. 162nd Street, Gardena, CA 90247

ORGANIZATION DESCRIPTION: <http://www.jci-gardena.org/>

The Gardena Valley Japanese Cultural Institute (GVJCI) is a 501(c)(3) non-profit community center formally incorporated in 1967 but its roots began over a hundred years ago. A variety of public programs for all ages and interests that align with GVJCI's mission are offered to the community.

MISSION STATEMENT

A space to engage, share, and embrace the Nikkei experience and culture.

VISION STATEMENT

The GVJCI envisions a vibrant network and a welcoming space for all persons interested in Japanese heritage and culture where history and tradition are honored, people are inspired to create action and change, and cultural pride and respect for all humanity are promoted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% Programs and Services, 40% Administration

Programs

Assist Program Coordinator with planning and implementation of programs and services, and staffs events working with Program Coordinator and volunteers.

Cover events and programs, including live-tweeting, photographing, video shooting, etc.

Assist with program promotion through print, social and electronic media.

Provide bilingual Japanese language support oral and written for programs and events.

Administration

Handle general office duties including receptionist duties and clerical support.

Handle data inputting and record-keeping and maintaining databases.

Provide bilingual Japanese language support as needed.



QUALIFICATIONS:

- Bachelor's Degree or equivalent combination of education and experience
- A strong commitment to the mission of the GVJCI
- Fluent in Japanese and English
- Excellent written and verbal communication skills
- Knowledge of social media (Facebook, Instagram, etc.)
- Experience with online media, news platforms, and website makers (Mailchimp, Weebly, etc.) is a plus, but is not required
- Some knowledge of graphic design is a plus, but not required (adobe programs/software, online tools)
- Organized, self-motivated, proactive, and able to work independently
- An interest and/or background in the Nikkei community, and the South Bay community
- Experience with a non-profit or Japanese/Japanese American community center is a plus, but is not required
- Creative and passionate
- Access to a reliable vehicle
- Must be able to work on weekends
- Proficiency in Microsoft Office programs including Word and Excel

POSITION STATUS:

Part-time, non-benefited, 28 hours per week. This position is partially grant funded; continuation is contingent upon continuous funding and successful program performance.

HOW TO APPLY:

Interested applicants can send cover letter and resume to: Alison Kochiyama, akochiyama@jci-gardena.org. Accepting applications until position is filled.