

JOB DESCRIPTION



Programs Coordinator

Full-Time / Non-exempt

Salary Based on Experience

Benefits Full medical, dental and vision benefit coverage*
Paid personal time off (PTO), legal holidays and year-end holiday leave (28 days/first year*)
403b retirement benefit matching plan
Flexible Spending Account (FSA)

Center Perks Free classes, team/family environment, pet-friendly, coffee/snacks, opportunity to make a difference in people's lives while contribution to the future of the community

INTRODUCTION

The Japanese Cultural and Community Center of Northern California (the Center/JCCCNC) is a nationally recognized community-based California nonprofit organization located in San Francisco's Japantown. The goals of the Center are 1) to preserve, promote, educate and share the Japanese/Japanese American cultural heritage 2) to preserve the community's history, stories and legacy 3) to develop and implement exchange programs between the Japanese American community and Japan 4) to advocate, organize and empower the Japantown and the Japanese American community to address concerns and relevant issues and 5) to address the most pressing, changing and emerging needs of the Japanese American community.

The Center's main building opened in May 1986. It includes conference rooms, a full commercial kitchen, a community social hall and offices which house other nonprofit organizations. The Nisei Community Hall/Gymnasium addition was completed in 1990 and includes a high-school regulation-size gymnasium with multipurpose usage for traditional Japanese and modern performing arts, cultural arts, social/recreational activities and large-scale community events. The first floor also houses an exhibit gallery, art and ceramics rooms and the Japanese American History Archives.

The Center is open seven days a week and hosts over 100 programs and events annually, providing an array of traditional and contemporary Japanese cultural arts, sports/recreational activities, youth leadership development programs, community events, exhibits and forums, social services, performing arts, as well as a number of social activities for community members of all ages, from infants to seniors.

RESPONSIBILITIES

Reporting to the Director of Programs, the Programs Coordinator will support and manage projects/tasks to fulfill the mission and long-term vision of the Center primarily focusing on the goals and objectives of the Programs Department. The Programs Coordinator is responsible for coordinating and implementing programmatic and administrative tasks/duties; utilizing and maintaining the Blackbaud Altru (Altru) constituent database; performing a variety of research and reporting functions; providing administrative and communications support for the Programs Department and coordinating work/planning with other departments.

Programs and Operations Responsibilities

- Coordinate the implementation of the Center's ongoing programs, workshops and special events, including weekly/monthly classes, weekend workshops and annual events ensuring that the Programs Department successfully completes and/or exceeds its annual programmatic (based on workplan) and fiscal (based on budget) goals.
- Coordinate multifaceted administrative support for the Programs Department including the data-input, analysis and reporting for payments, registration and promotions utilizing Altru.

Programs and Operations Responsibilities (continued)

- Coordinate the implementation of planning, preparing and outreach of marketing and communication materials for the Programs Department which includes, but is not limited to, ads/flyers, web content and written content for marketing purposes (press releases, website, newsletters, social media).
- Assist staff in ensuring the Altru database of individuals, members, patrons (program participants), (major) donors, corporations, businesses and foundations is kept to the highest integrity.
- Assist in the management of the facility on scheduled days, including the set-up and clean up in coordination with the Director of Programs and Programs Manager.
- Coordinate the implementation of a resource database of JCCCNC volunteers.
- Assist in conducting evaluations and assessments and in preparing detailed reports of managed programs/projects.
- Assist in the coordination of work or planning with other departments.
- Perform multifaceted general office support, which includes but is not limited to printing, copying, mailing, filing, data-entry and coordinating meetings as directed.
- Coordinate, participate in and lead meetings.
- Provide support for interns and volunteers.

Other duties vary by assignment and include assisting in the coordination of logistics and/or planning functions with other program areas, which includes support of weekend and evening programs/events.

QUALIFICATIONS

- Possession of a baccalaureate degree from an accredited college or university with coursework in program development, public/business administration, non-profit management, education, social sciences, or a field related to non-profit/community organization functions.
- Experience working in a social service or nonprofit organization with an emphasis on program development and planning is beneficial.
- Proficiency with various computer and web applications, including Microsoft Office (Word, Excel, Outlook, PowerPoint), Google Drive and Dropbox are beneficial.
- Proficiency in English (usage and grammar) and mathematics.
- Experience working with non-profit organizations and a general knowledge of the local and/or Japanese American community highly desirable.
- Agree to work some evenings and weekends.
- Possess strong verbal and interpersonal skills that are easily adaptable to diverse groups.
- Self-starter with the ability to work in a dynamic environment, set priorities and be self-directed, and use good judgement to make sound decisions.

TO APPLY

Interested qualified applicants should submit resume and cover letter to: jobs@jcccnc.org

- Subject: **Programs Coordinator**
- Please include where you found this posting
- No phone calls and serious inquiries only, please

Selection procedure: Information provided by the candidate in the Job Application/Resume will be assessed to determine his/her relative levels of job-related knowledge, skills and abilities. Only those candidates determined to be most qualified will be invited for an oral interview.

The Center is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply.

*after 90 day probationary period