

<<< JOB ANNOUNCEMENT >>>

Job Title: Communications & Outreach Coordinator
Status: Full-time, non-exempt
Salary: DOE
Work Site: Terasaki Budokan; 249 S Los Angeles Street, Los Angeles, CA 90012

About Little Tokyo Service Center and Terasaki Budokan

LTSC is a social services and community development organization based in Los Angeles' Little Tokyo. Our mission is to provide a comprehensive array of social welfare and community development services to assist low income individuals and other persons in need, contribute to community revitalization and cultural preservation in Little Tokyo and among the broader Japanese community in the Southland, and to provide such resources to neighboring Asian Pacific Islander and other low income communities. For more information about LTSC, visit www.ltsc.org.

Terasaki Budokan, a project of LTSC, is a new multi-use recreation center located in the Little Tokyo neighborhood of Downtown Los Angeles. The facility includes a 2-court gymnasium, outdoor plaza and stage, courtyard, community room and an outdoor terrace. Terasaki Budokan has been a community dream for over 25 years, and we're excited to provide a diverse and inclusive space for the community to come together through events, activities, sports, and more. For additional information, please visit TerasakiBudokan.org.

LTSC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

LTSC is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Position Summary

70% - The Communications & Outreach Coordinator will work under the supervision of the Director of Terasaki Budokan to oversee the Budokan's marketing and communications efforts. This includes but is not limited to: web design and updates, management of all social media platforms, creating and distributing promotional assets, answering media inquiries, assisting in development of marketing strategies, market data research/analysis, and additional administrative duties as necessary.

30% - Community engagement is at the core of Terasaki Budokan's mission, and in addition to the work areas listed above, this position will oversee all of the organization's outreach efforts. This includes representing Budokan at community meetings and events, building healthy partnerships, cultivating relationships with businesses and organizations in the Little Tokyo/DTLA/JA communities, and planning and executing intentional outreach strategies.

Duties and Responsibilities

This position reports to the Director of the Terasaki Budokan and includes the following areas of responsibility, in order of priority:

- Update and maintain all aspects of the Budokan website
- Develop and curate engaging content for social media platforms
- Work with Director of Terasaki Budokan to establish marketing & communications calendar and community outreach strategy annually
- Ensure Budokan maintains a healthy and positive social media presence, corresponding with online communities as necessary
- Work closely with the LTSC communications team to create and distribute promotional assets (i.e. event flyers, registration forms, brochures, etc.) for Budokan programs, activities, events, etc.
- Coordinate with media outlets as necessary and respond to all media requests
- Attend community meetings, activities, and events
- Maintain healthy relationships and build new partnerships with businesses and organizations in Little Tokyo, the broader JA community, and other neighboring communities of color?
- Assist with annual Terasaki Budokan fundraisers (Straight Outta Little Tokyo and Terasaki Budokan Golf Tournament), and additional Terasaki Budokan and LTSC fundraising events and activities.
- Contribute, as deemed necessary and appropriate, to other duties as assigned

Qualifications

- B.A. or B.S. degree from an accredited university or equivalent work experience is preferred is preferred
- 1-2 years of marketing and/or communications experience is preferred
- Knowledge of and familiarity with Southern California communities and in particular familiarity with DTLA and central city neighborhoods preferred.
- Must be able to work non-traditional hours and have flexibility, including some nights and weekends.
- Working knowledge and/or ability to learn various computer programs.

Personal Characteristics

- Maturity, diplomacy, calm under pressure
- Excellent interpersonal and team skills; openness to learning
- Strong written and oral communications skills
- Resourcefulness, good judgment and problem-solving skills
- Values diversity of thought, perspectives and backgrounds; ability to work with a variety of cultural and socio-economic backgrounds
- Ability to work on multiple projects/tasks while maintaining attention to detail
- Personal integrity and ethical standards

Benefits:

- 15 annual holidays + 1 floating birthday holiday
- 100% coverage of employee healthcare premium
- 403(b) plan with employer matching
- Flexible work schedule
- Full time employees accrue of 10 days of vacation time per year and 6 hours of sick time per month

Please submit inquiries, cover letters and resumes to RLEE@LTSC.org