



**Job Title:** DEVELOPMENT COORDINATOR

**Salary:** DOE

**Hours:** Part Time, exempt

**Start Date:** September 2017 or as soon as position is filled

**Organization:** The East San Gabriel Valley Japanese Community Center (ESGVJCC) is a not for profit organization dedicated to foster and preserve the cultural heritage unique to Japanese American ancestry; and to serve the community through social services, artistic, recreational, and educational programs.

For over 65 years, the ESGVJCC has been bridging culture, family and community in the San Gabriel Valley, greater Los Angeles county, and Inland Empire. As one of ten Japanese American community centers in Southern California, the ESGVJCC offers Japanese classes in language, arts, and music with a focus on programming for youth and seniors. The ESGVJCC has a rich history that stems with a deep sense of volunteerism and a commitment to the community. With over 30 programs and 10 events per year, the ESGVJCC strives to be a resource our families and community while preserving our cultural heritage. [esgvjcc.org](http://esgvjcc.org)

**Summary Statement:**

Under the supervision of the Executive Director, the Development Coordinator is responsible for planning and executing events, keeping track of money, and coordinating volunteers. The coordinator will manage and lead volunteer event committee meetings. He/she will generate email lists to contact vendors and volunteers for nonprofit events and news. The Development Coordinator will also keep track of all charitable gifts to the nonprofit and creates reports that are kept in a fundraising database and presented to funders as requested.

**Duties and Responsibilities:**

Events

Responsible for planning, coordinating, and implementing various ESGVJCC events throughout the year that include but not limited to: Installation Banquet, West Covina Cherry Blossom Festival, Family Fun Day, Keiro no Hi Luncheon, Akimatsuri Festival, Health Fair, and Trunk or Treat.

Fundraisers

Responsible for planning, coordinating, and implementing the ESGVJCC's annual two fundraisers: BBQ Bash and Akimatsuri Golf Tournament.

**BRIDGING CULTURE, FAMILY, AND COMMUNITY**

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.



EAST SAN GABRIEL VALLEY  
JAPANESE COMMUNITY CENTER **ESGVJCC**

BBQ Bash- Responsible for soliciting sponsorships and donations, outreaching to the community, coordinating entertainment, recruiting volunteers, and coordinating with Board of Directors, Staff, and committee to plan logistics.

Akimatsuri Golf Tournament- Responsible for soliciting sponsorships and donations, recruiting volunteers, and coordinating with Board of Directors, Staff, and committee to plan logistics.

**Qualifications:**

- Bilingual in English & Japanese preferred
- Previous experience working with seniors preferred
- Previous experience working with children preferred
- Strong organizational skills
- Strong comfort level with public speaking and representing the ESGVJCC
- Strong work ethic, self-directed, able to coordinate multiple tasks, and highly motivated
- Ability to work well independently, proactive and self-motivated
- Ability to work as a member of a team with people from varying backgrounds and experiences
- Able to thrive in flexible, evolving situations and manage changes effectively
- Able to effectively and efficiently address problems with open communication
- Able to plan work schedule respective to program needs, including working evenings or weekends when needed
- Must be physically able with the ability to lift at least 25 lbs
- Demonstrate excellent communication skills, both written and oral
- Professional manner, strong interpersonal skills, diverse cultural competencies and strong client orientation
- Must have reliable transportation

**Education and/or Experience:** Bachelor's degree (B.A.) from a four-year college or university, or two or more years related experience and/or training; or equivalent combination of education and experience.

**Compensation and Benefits:** Competitive, as a small non-profit 501(c) (3) organization, and based on experience with a benefits plan that includes medical insurance stipend, matching retirement contribution, vacation, sick leave, and holidays.

**To Apply:** Interested applicants should submit a resume and cover letter to Pearl Omiya, Executive Director, [pomiya@esgvjcc.org](mailto:pomiya@esgvjcc.org). Applications will be accepted until position is filled.

The East San Gabriel Valley Japanese Community Center (ESGVJCC) reserves the discretion to change this job description at any time. The ESGVJCC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, genetic information, disability, marital status, domestic partner status, or medical condition.

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