



**Job Title:** PROGRAMS ASSOCIATE

**Salary:** DOE

**Hours:** Full-Time, exempt

**Start Date:** February 2016 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)

**Position Summary:**

Under the supervision of the Executive Director, the Programs Associate is responsible for the development and implementation of the ESGVJCC programs. In addition to coordinating programs, the Programs Associate is also responsible for assisting with ESGVJCC Events that take place year round. The Programs Associate is responsible for communicating across the ESGVJCC Staff for Programs Associate needs assessment and management.

**Duties and Responsibilities:**

**Student Exchange Program:**

Recruit participants by conducting outreach to surrounding communities and Japanese American news outlets. Develop a schedule of meetings for participants to attend prior to the trip to Ohtawara, Japan. Assists with coordinating the host families in preparation for the arrival of the Ohtawara delegation and prepares activities & field trips for visiting host students.

**Camp Chibikko:**

Develop and implement Camp Chibikko curriculum which emphasizes teaching Japanese cultural values and language. Recruit and compile a list of campers, counselors, and

**BRIDGING CULTURE, FAMILY, AND COMMUNITY**

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

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volunteers. Plan all logistical information including the coordination of field trips, crafts, activities, and workshops.

Nikkei Youth Organization:

Act as an advisor and role model for high school students of the Nikkei Youth Organization. Attend all meetings and supervise group projects including social, cultural, fundraising, and community events. Encourage students to take initiative and develop ideas independently while working in a group setting.

ESGV DISKovery Center:

Create computer class schedules, teach classes on topics relevant for older adults, and recruit volunteers and participants for the classes. Oversee computer lab programming and maintain software to remain current as well as functional.

Senior Wellness Program:

Develop the Senior Wellness Program curriculum including exercises, puzzles, activities, and crafts to promote mental and physical well-being for seniors. Schedule speaker presentations and coordinate volunteers to help provide support while focusing on activities that pay special attention to Japanese cultural holidays.

Keepers of the Flame Oral History Project:

Recruit interviewees of Japanese Americans that were living in the San Gabriel Valley before and/or after WWII. Coordinate volunteer interviewers and transcribers to assist with conducting interviews. Compile and maintain an archive of interviews. Provide outreach through local Japanese American media outlets.

Cultural Classes:

Assist with developing and coordinating various cultural classes at the community center including current and new programs. Recruit new teachers to conduct workshops and classes pertaining to Japanese culture. Outreach cultural classes through promotional materials and social media.

This list is not exhaustive and may be supplemented as necessary, Incumbent will perform related duties as assigned.

**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

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- 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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