



**Little Tokyo
Service Center**

Little Tokyo Service Center (LTSC) has a 40-year history of providing multilingual, culturally appropriate social services to people of Little Tokyo and in the broader Asian American community. LTSC's Social Services Department seeks to immediately fill the following position.

Job Title: Changing Tides Outreach Coordinator
Status: Full-time position
Salary: DOE

Position Summary:

The Changing Tides Outreach Coordinator works with youth and young adults to engage communities in meaningful conversations around mental health and mental health stigmas. The Changing Tides Outreach Coordinator must be a daring, self-motivated, out-of-the-box thinker who can develop opportunities to educate and engage the Japanese and Asian American communities around mental health issues through creative platforms and events. They must possess strong interpersonal skills, cultural sensitivity and willingness to work with different age groups, staff, volunteers and funders. Ability to organize events from concept to implementation is essential.

Duties and Responsibilities:

Outreach activities and program coordination

- Create and nurture relationships with external organizations, communities, and mental health professionals
- Oversee volunteer efforts of 1) Changing Tides young adult leaders (CT Crew), 2) intergenerational Changing Tides Committee, 3) Changing Tides Mental Health Advisory Committee, and 4) Volunteer Fleet
 - Convene regular meetings with the CT Crew
 - Log volunteer hours on a monthly basis
- Continually update Changing Tides website with event information, photos & videos, and blog posts
 - Ensure that the website remains ADA compliant
- Work with the Fiscal and Development departments to maintain an updated program budget; allocate funds, submit check requests
- Secure funding through donor cultivation, grant writing, fundraising efforts
- Provide ongoing support to Changing Tides Crew through participation in meetings, speaking engagements, conferences, and other activities as needed
- Work cross functionally with the communications team to strategize public facing pieces (i.e. email updates, articles, etc)
- CT Podcast: assist with captions, highlights, social media promotion
- Peer Specialist Training (w/ Project Return): liaise with PR staff and gather feedback from participants as to how to improve future potential programs
- MH Subsidy Program: field incoming applications and determine the appropriate next step (i.e. review by practicum students, reference to MH resources, etc.)

- Possess flexibility in schedule to accommodate evening and weekend activities and ability to meet deadlines
- Take active participation in other duties, as deemed necessary, as an employee of the Social Services Department and LTSC

Intern Supervision

- Work collaboratively with interns to select a list of projects that they will work on and establish key dates and deadlines
- Conduct weekly check-ins to track progress and offer support, feedback, and any relevant resources
- Familiarize interns with the goals and mission of Changing Tides, as well as those of Little Tokyo Service Center

Event Planning and Coordination

- Organize fundraising events, workshops, and conferences to educate and engage community members and donors
- Coordinate all event activities and details including logistics, committees, invitation list, sponsorships (fundraising), speakers, promotional materials, outreach and other activities as needed
- Oversee coordination with the LTSC Development team for database management and event-related support
- Identify, engage and cultivate individual donors for events
- Plan regular meetings and maintain consistent communication with event committees

Qualifications and Experiences:

- Minimum of two years of experience in community outreach and engagement;
- Minimum of two years of experience in event planning and coordination;
- Excellent time management and communication skills;
- Ability to manage multiple projects independently;
- Proven leadership and organizational skills;
- Initiative and ability to work both independently and in teams;
- Experience in program administration, including coordination of people and resources, planning and resource allocation;
- Experience with or knowledge of Japanese American and Asian American communities preferred;
- Ability to create and post engaging content on website and social media;
- Must be willing and able to travel for outreach, events and other activities as needed;
- Being fully vaccinated with COVID-19 vaccine is strongly preferred.

Please submit inquiries, cover letters, and resumes to mshimada@ltsc.org.