



Job Description

- Job Title:** Program and Administrative Coordinator
Status: Part Time (10-15 hours average per week) Non-Exempt, Temporary through December 2021 and may be extended
Salary: \$7,800 - \$15,600 DOE (Prorated from date of hire through December 31, 2021)

Okaeri's mission is to create visibility, compassionate spaces, and transformation for LGBTQ+ Nikkei and their families by sharing our stories and providing culturally-rooted support, education, community-building, and advocacy. We are fiscally sponsored by Little Tokyo Service Center.

The Program and Administrative Coordinator is a general operations position designed to support the Okaeri 2021 conference (taking place November 12-14) and various Okaeri programs. This position will be supported and supervised by the Okaeri Co-Chairs.

Duties and Responsibilities:

Program Support

- Monitor, support and coordinate Okaeri projects and committee operations including meeting deadlines
- Assist with outreach efforts
- Assist with volunteer recruitment and training
- Assist with strengthening partner relations
- Assist with securing meeting spaces, facilitators and speakers

Administrative Support

- Oversee and engage in timely email correspondence, especially during the conference season
- Support production and distribution of monthly e-newsletter
- Draft and send donor thank you letters
- Support conference program planning and registration
- Coordinate activities of tech/media/marketing volunteers, including archiving digital materials
- Take notes at meetings and send out to committees

- Other administrative duties as assigned

Fiscal Support

- Process check requests
- Coordinate gathering of invoices for post-conference payment processing

Qualifications and Experiences:

- Preferred prior experience in administrative/program coordination
- Excellent time management and communication skills
- Ability to manage multiple projects independently
- Strong organizational and leadership skills
- Flexibility in scheduling to accommodate evening and weekend activities/deadlines, as well as occasional travel.
- Can work independently but also a team player
- Takes initiative to manage up to co-chairs
- Experience with or knowledge of the Japanese American and Asian American LGBTQ+ communities preferred
- Excellent computer skills including using Microsoft Word, Excel, Google docs and Zoom or other online platforms
- Being fully vaccinated with COVID-19 vaccine is strongly preferred.

To apply, please email a resume and cover letter to okaeri.la@gmail.com, and put "Program and Administrative Coordinator" in the subject line.