



Job Description

Job Title: Tech / Media / Marketing Coordinator
Status: Part Time (10-15 hours average per week) Non-Exempt, Temporary position 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 Tech / Media / Marketing Coordinator is a function-specific position designed to support the Okaeri 2021 conference (taking place November 12-14) and various Okaeri programs via outreach-based initiatives. This position will be supported and supervised by the Okaeri Co-Chairs.

Duties and Responsibilities:

Technology

- Provide technology support to all committees and conference operations
- Organize Google folders, documents, spreadsheets, presentations.
- Manage Okaeri Mailchimp newsletter listserv
- Organize and clean-up existing contact database
- Database management, including merging different data sets.
- Provide Okaeri programming tech support via Zoom event management
- Assist with website oversight
- Assist with development of archival systems

Media

- Organize Okaeri media assets, including but not limited to: flyers, web-banners, event footage, photographs
- Manage graphic design volunteers
- Design event promotional flyers and graphics
- Support conference performers' video-editing and graphics for promotion
- Develop or assist with editing program recordings for posting on YouTube

Marketing & Social Media

- Oversee and manage social media presence on Facebook and Instagram channels
- Create 6-month social media game plan including: graphic assets, captions, scheduling plan
- Assist Outreach Committee with on-going program and conference promotion
- Develop in-house marketing tools

Qualifications and Experiences:

- Preferred prior experience in community outreach and engagement
- Preferred prior experience in tech / media / marketing
- Excellent time management and communication skills
- Ability to manage multiple projects independently
- Strong organizational and leadership skills
- Background in graphic design / marketing
- Technological acumen + comfort in managing virtual programs
- 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 Suite, Zoom, Canva or other online platforms
- Preferred background in Adobe Suite, Mailchimp, Squarespace, video-editing,
- 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 "Tech/Media/Marketing Coordinator" in the subject line.