

**JOB ANNOUNCEMENT
Marketing & Communications Associate**

Location: Little Tokyo Service Center office

Salary: \$22 to \$23.55/hr; DOE

Hours: Full time, non-exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, national origin or disability.

Summary of Duties:

The Marketing & Communications Associate executes LTSC's marketing strategy, external communications and fundraising communications in order to raise the overall profile of LTSC through consistent and effective messaging. The Associate is supervised by the Marketing & Communications Manager within the Development Department.

As primary staff writer, the Marketing Associate will need very strong writing, editing, proofreading and interviewing skills. The Associate will assist the Marketing Team in an array of visual, verbal, digital, print and event marketing efforts. The Associate will assist the Development Team in a variety of fundraising appeals, solicitations, etc.

Duties include, but are not limited to:

- As the primary staff writer:
 - Heavily contribute to LTSC's main narrative outputs, including the e-newsletter "The Changemaker" and the Annual Report
 - Create fundraising appeals, solicitations, donor communications, etc. to increase donor engagement, contributions, and retention
 - Craft regular press releases and blog articles
 - Work with programs to gather information for the LTSC Story Bank
- Drive written content creation for the blog and manage e-newsletter articles

- Assist with organization-wide marketing and communications efforts, event-related marketing efforts, and program needs across multiple platforms including digital, print, email, and social media
- Assist with website development and updates
- Work with the Marketing & Communications team, Development team, IT staff, and related consultants, (e.g., graphic designers, photographers, videographers, web developers) to develop key messaging, branding and related assets
- Represent LTSC in various media engagements, collaborations, partnerships, etc.
- Pursue opportunities for publicity and build media relationships
- Related assignments including photography, event assistance, research, etc. or other duties as may be assigned by the supervisor

Qualifications, Experience and Skills

- At least 2 years of experience in marketing, communications, or a related field; Nonprofit communications or marketing experience highly preferred
- Excellent writing, editing and proofreading skills are essential
- Strong written and verbal communication required
- Must work effectively on deadline-based projects
- Basic graphic design skills desired
- Photography skills desired
- Previous experience with media relations a plus
- Ability to work evenings and weekends when necessary

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

This position is hybrid with both remote and on-site work as assigned by the Marketing & Communications Manager.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

How to Apply:

Interested applicants should submit a resume and cover letter to Sharon Kamegai Cocita (she/her), Director of Development, at: scocita@LTSC.org. Please include your pronouns in your application.