



Little Tokyo Service Center

JOB ANNOUNCEMENT

Job Title: Community Engagement Specialist

Salary and Benefits: \$55,000- \$65,000 DOE

Hours: Full time, non-exempt or exempt TBD at hire

Last day to apply: Open until position is filled.

About LTSC

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.

LTSC is an equal opportunity employer. It does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to fostering an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Summary of Duties:

Like other Los Angeles neighborhoods, Little Tokyo is heavily impacted by the housing and homelessness crisis. But as a historic and cultural neighborhood, the crisis presents unique challenges across many facets of our community. While there's much debate over how to approach homelessness in the neighborhood, the urgency of the crisis and the end goal of reducing homelessness remain driving factors to identifying solutions. LTSC's strategy for addressing homelessness in Little Tokyo calls on the breadth of its experience in direct services, affordable housing development, community organizing, and coalition building to establish a compassionate, equitable, community-driven approach to this crisis.

The Community Engagement Specialist is an integral part of LTSC's cross-departmental homeless services team. This team leads a multi-pronged approach to homelessness in Little Tokyo that involves the development of permanent supportive housing, direct services for unhoused people in the community, solidarity work with Skid Row neighbors, and organizing support amongst housed stakeholders in Little Tokyo. The Community Engagement Specialist will lead and execute outreach efforts by building relationships with stakeholders (business owners, religious and cultural institutions, unhoused residents, housed residents, and other members of the community), equipping stakeholders with tools to support unhoused people, and creating opportunities for community building and mutual aid. The Community Engagement Specialist is part of the Community Building & Engagement (CB&E) the CB&E department and supervised by the Director of CB&E.

Duties include, but are not limited to:

- Building a supportive network of community members by:
 - Planning and executing volunteer opportunities to develop relationships with unhoused community members
 - Meeting with stakeholders (ie. business owners, community organizations, residents, etc.) to understand how they are affected by the homeless crisis and develop strategies collaboratively
- Strengthening existing working relationships with LTSC's partners in Skid Row (organizing groups, service providers, artists, and activists) to develop projects that build solidarity and strengthen community.
- Developing informational resources (root causes of homelessness, myth-busting, de-escalation techniques, service resources, etc.) to share with local stakeholders to equip them with tools for supporting unhoused people in Little Tokyo



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- Collaborating with the homeless services team in strategizing, goal-setting, and problem-solving as it relates to LTSC's overall approach to homelessness
- Utilizing participation metrics (sign-in sheets, evaluations, surveys) to provide analysis and strategies to strengthen and streamline outreach efforts on an ongoing basis
- Representing LTSC in various convenings, collaborations, coalitions, and partnerships related to this work

Qualifications

Experience:

- 5 or more years of relevant work experience or comparable formal education
- Understanding of racial equity and social justice frameworks
- Experience facilitating meetings and building consensus around challenging issues
- Experience organizing events and volunteers
- Experience working in direct services with unhoused individuals is a plus
- Experience with non-violent de-escalation and/or conflict resolution is a plus
- Experience with the Little Tokyo community is a plus
- Experience as an artist, or bringing a creative practice to bear on their professional work is a plus

Skills/Knowledge:

- Understanding of the root causes of homelessness and the underlying connections to racial injustice
- A values-driven approach to ending homelessness which is rooted in social justice and equity
- Knowledge of local homeless services infrastructure
- Strong communication skills
- Ability to manage projects, partnerships, and budgets
- Ability to work independently on some projects while also collaborating with a team for other projects
- Bi-lingual (English and Spanish, Korean, or Japanese) is a plus

Benefit Highlights (full benefits package can be shared upon request during the interview process)

- 17 annual holidays¹ + 1 floating birthday holiday
- 100% coverage of employee healthcare premium
- During the months of February – October, each full-time employee receives 1 paid day off for wellness activities.
- 403(b) plan with employer matching
- Full time employees accrue of 10 days of vacation time per year and 6 hours of sick time per month

This position is hybrid with both remote and on-site work as assigned by the Director of Community Building & Engagement. Applicants should anticipate at least 50% on-site/in-person work.

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 Grant Sunoo (he/him), Director of Community Building and Engagement, at: gsunoo@LTSC.org. Please include your pronouns in your application and include 'Community Engagement Specialist' in the subject line of your email.

¹ Paid holidays include: New Year's Day, MLK Day, President's Day, Cesar Chavez's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Holiday Break (4 work days between Christmas and New Year's Day)