

JOB ANNOUNCEMENT

Social Services Department Program Assistant

Location: Little Tokyo Service Center Office

Salary: \$16.83/hr - 21.63/hr

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, sexual orientation, age, national origin or disability.

Summary of Duties:

The Social Services Department Program Assistant is responsible for organizing and assisting the department managers with operational and administrative tasks to make the department work effectively. This is an entry-level role that focuses on administrative functions that are related to the day-to-day activities of the department. This position reports directly to the People Operations Manager and works closely with each program manager to ensure a smooth workflow within the department.

Responsibilities Include:

Provide operational and support services to the Director of Service Programs and the Social Services management team.

- Assist with the management of daily operational activities;
- Follow office workflow procedures to ensure maximum efficiency;
- Maintain files and records with effective filing systems;
- Provide support to program managers and work together to carry out program and departmental needs and goals;
- Coordinate with other departments;
- Liaise with organizational programs, initiatives, and projects; and
- Prepare and maintain operations documents and reports.

Manage daily administrative operations and organize staff.

- Handle office tasks, such as filing, generating reports, invoices, and financial accounts, setting up meetings/events, and reordering supplies;
- Manage office supplies, accounts, and the maintenance of department equipment;
- Provide real-time scheduling support;
- Manage office logistics, technology inventory, and troubleshooting;
- Support programs through various administrative tasks; and
- Monitor office expenditures and handle all office contracts.

Contribute to the day-to-day operations of the Social Services Department and LTSC as a whole.

Qualifications, Experience, and Skills:

- Organization and time management skills to prioritize various time-sensitive tasks;
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly, and quarterly progress;
- Attention to detail to ensure all specifications are met;
- Problem-solving abilities to correct any challenges or inefficiencies for the best results;
- Excellent listening, verbal, and written communication skills and a collaborative work style with adaptability and flexibility to work with managers and co-workers; and
- Demonstrated capability with technology and the capacity to adapt to new technologies to enhance management team's efficiencies.

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

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

How to Apply: Please send a cover letter and resume to socialservices@ltsc.org. Please include your pronouns in your application.