

<<< JOB ANNOUNCEMENT >>>

**Job Title:** Communications & Outreach Coordinator  
**Status:** Full-time, non-exempt  
**Compensation:** \$24/hr - \$28/hr  
**Work Site:** Terasaki Budokan; 249 S Los Angeles Street, Los Angeles, CA 90012

## 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.

Terasaki Budokan, a project of LTSC, is a new multi-use recreation center located in the Little Tokyo neighborhood of Downtown Los Angeles. The facility includes a 2-court gymnasium, outdoor plaza and stage, courtyard, community room and an outdoor terrace. Terasaki Budokan has been a community dream for over 25 years, and we're excited to provide a diverse and inclusive space for the community to come together through events, activities, sports, and more. For additional information, please visit [TerasakiBudokan.org](http://TerasakiBudokan.org).

LTSC does not and shall 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 activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

LTSC is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## Summary of Duties

70% - The Communications & Outreach Coordinator will work under the supervision of the Director of Terasaki Budokan to oversee the Budokan's marketing and communications efforts. This includes but is not limited to: web design and updates, management of all social media platforms, creating and distributing promotional assets, answering media inquiries, assisting in development of marketing strategies, market data research/analysis, and additional administrative duties as necessary.

30% - Oversight of day to day operations at the facility, which includes interfacing with users/renters, engaging with program participants, working with the security guard to maintain a safe environment for guests, and additional duties as necessary at the facility.

## Responsibilities Include

This position reports to the Director of the Terasaki Budokan and works in tandem with LTSC's Marketing & Communications Team, and includes the following areas of responsibility, in order of priority:

- Ensure Budokan maintains a healthy and positive social media presence; curate content for social media platforms and engage with online communities
- Generate content and distribute monthly newsletter
- Update and maintain all aspects of the Budokan website
- Graphic design work for any assets for Budokan programs, activities, events, etc.
- Work with Director of Terasaki Budokan and LTSC Marketing & Communications Manager to establish communications calendar and marketing strategy
- Coordinate with media outlets as necessary and respond to all media requests
- Assist with annual Terasaki Budokan fundraisers (Straight Outta Little Tokyo and Terasaki Budokan Golf Tournament), and additional Terasaki Budokan and LTSC fundraising events and activities.
- Contribute, as deemed necessary and appropriate, to other duties as assigned

## Qualifications

- B.A. or B.S. degree from an accredited university or equivalent work experience is preferred
- 1-2 years of marketing and/or communications experience is preferred
- Knowledge of and familiarity with Southern California communities and in particular familiarity with DTLA and central city neighborhoods preferred.
- Able to work non-traditional hours and have flexibility, including some nights and weekends.
- Working knowledge and/or ability to learn various computer programs.

## Personal Characteristics

- Maturity, diplomacy, calm under pressure
- Excellent interpersonal and team skills; openness to learning
- Strong written and oral communications skills
- Resourcefulness, good judgment and problem-solving skills
- Values diversity of thought, perspectives and backgrounds; ability to work with a variety of cultural and socio-economic backgrounds
- Ability to work on multiple projects/tasks while maintaining attention to detail
- Personal integrity and ethical standards

## Benefits

- 17 annual holidays + 1 floating birthday holiday
- 1 Staff Wellness Day off (8hrs) once monthly with the exception of January, November and December.
- 100% coverage of employee healthcare premium
- 403(b) plan with employer matching
- Flexible work schedule
- Full time employees accrue 10 days of vacation time per year and 6 hours of sick time per month

**Please submit inquiries, cover letters and resumes to Ryan Lee (he/him), [RLEE@LTSC.org](mailto:RLEE@LTSC.org), and include your pronouns in your application.**