

**JOB ANNOUNCEMENT**

Changing Tides Assistant Coordinator, Social Services Department

**Location:** Little Tokyo Service Center Office**Compensation:** \$20 - \$25/hour depending on experience**Hours:** Full-Time, Regular, Non-exempt position with benefits**Supervisor:** Changing Tides Program Coordinator**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 Changing Tides Assistant Coordinator works with youth and young adults to engage communities in meaningful conversations around mental health and mental health stigmas. The Changing Tides Assistant Coordinator must be a daring, self-motivated, out-of-the-box thinker who can develop opportunities to educate and engage the Asian American Pacific Islander (AAPI) communities around mental health issues such as suicide, through creative platforms and events. They must possess strong interpersonal skills, cultural sensitivity and willingness to work with different age groups, staff, volunteers and funders. Ability to organize events from concept to implementation is essential.

**Responsibilities Include:**

Oversee outreach activities and program coordination.

- Create and nurture relationships with external organizations, communities, and mental health professionals;
- Outreach to under-resourced AAPI communities to provide mental health resources and suicide prevention training;
- Provide ongoing support to Changing Tides Crew and committees through participation in meetings, speaking engagements, conferences, and other activities as needed;
- Work cross functionally with the communications team to strategize public facing pieces (i.e., email updates, social media, articles, etc.);
- Maintain CT Stream contracts with mental health providers and ensures timely payments for services;
- Continually update Changing Tides website with event information, photos & videos, and blog posts; and
- Work with the Fiscal and Development departments to maintain an updated program budget, allocate funds, submit check requests.

Manage event planning and logistics for the program.

- Organize fundraising events, workshops, and conferences to educate and engage community members and donors (i.e., no less than two major events and three smaller events per year);
- Coordinate event activities and details including logistics, committees, invitation list, sponsorships (fundraising), speakers, promotional materials, outreach and other activities as needed;
- Collaborate with the LTSC Development team for database management and event-related support;
- Identify, engage and cultivate individual donors for events; and
- Plan regular meetings and maintain consistent communication with event committees.

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

- Take active participation in other duties, as deemed necessary, as an employee of the Social Services Department and LTSC;
- Support activities that advance the mission of the organization and creates positive change for people and places; and
- Other duties as may be assigned by your supervisor.

\*Execution of some of the above duties may require driving or use of public transportation to provide services at satellite office or in the field.

**Qualifications, Experience, and Skills:**

- Must be willing and able to travel for outreach, events and other activities as needed
- Possess flexibility in schedule to accommodate evening and weekend activities
- Experience in program administration, including coordination of people and resources, planning and resource allocation
- Experience with or knowledge of Japanese American and Asian American communities preferred
- Minimum of one year of experience in community outreach and engagement preferred
- Minimum of one year of experience in event planning and coordination preferred

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 Margaret Shimada (she/her) at [mshimada@ltsc.org](mailto:mshimada@ltsc.org). Please include your pronouns in your application.