

JOB ANNOUNCEMENT

Terasaki Budokan - Administrative Assistant

Location: Terasaki Budokan**Compensation:** \$18-\$20/hr**Hours:** Part Time, non-exempt 8 hours per week**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 is a new facility located in Little Tokyo, Downtown Los Angeles on a 38,880 sq. ft. lot. The facility includes a 2-court gymnasium, outdoor plaza and stage, courtyard, community room and an outdoor terrace. For more information, please visit TerasakiBudokan.org.

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 Administrative Assistant will assist the Budokan team with long-term projects and day-to-day tasks. This includes but is not limited to: processing checks, monthly Square reports, reimbursements, and credit card reporting; placing facility orders; maintaining clear communication with vendors; and participating at special events and fundraisers as needed.

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.

Supervision will be provided by the Administrative and Scheduling Supervisor.

The schedule will be 6pm-10pm Fridays and 6pm-10pm Saturdays.

Responsibilities Include:

This position entails the following areas of responsibility:

- Provide direct support to the Budokan team to ensure rentals, programs, and events at Terasaki Budokan operate in an efficient manner.
- Assist the Budokan team with administrative needs as mentioned in the summary of duties.



- Have open and constant communication with supervisors.
- Have communication with the parking company to void parking citations as needed.
- Develop and maintain relationships with event vendors and janitorial staff, serving as the main point of contact, and provide a high level of customer service for event hosts and attendees.
- Work with security guards and parking operators to secure facility after events.
- Create a signup sheet for and facilitate Open Gym nights on Friday evenings.
- Deposit and code incoming rental, programs, donations, and other payments.
- Create donation letters for any donors to the facility.
- Create and code monthly Square report spreadsheets and code monthly facility expenses on Blackbaud.
- Create expense reports for new staff and/or vendors that need to be reimbursed using the Budokan Request Spreadsheet.
- Manage, maintain, and code the Budokan Request Spreadsheet, as well as make new updates deemed necessary to the facility needs.
- Manage, maintain, and code Facility Office and Janitorial Supplies spreadsheet and be responsible for making necessary updates to keep track of all supplies orders for each month, placing orders as needed.
- Send out monthly reminders to all Budokan staff about submitting new or missing receipts.
- Help oversee Terasaki Budokan, LTSC, and third party usage at the facility.
- Assist with annual Terasaki Budokan fundraisers, and additional Terasaki Budokan and LTSC fundraising events and activities.

Qualifications, Experience, and Skills:

- 1-2 years of hands-on events support experience is preferred.
- Knowledge of and familiarity with Southern California communities and in particular familiarity with DTLA and central city neighborhoods preferred.
- Must be able to work non-traditional hours and have flexibility.
- Working knowledge and/or ability to learn various computer programs.
- Fluency in a foreign language is considered a plus.
- Minimum age of 18yrs.

How to Apply: Please send a cover letter and resume to Ryan Lee at RLEE@LTSC.org. Please include your pronouns in your application.