

JOB ANNOUNCEMENT

Terasaki Budokan - Facilities Assistant

Location: Terasaki Budokan**Compensation:** \$18-\$20/hr**Hours:** Part Time, non-exempt 16 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 Facilities Assistant will report to the Director of Terasaki Budokan, and will assist the Budokan team with long-term projects and day-to-day tasks. This includes but is not limited to: interfacing with users, renters, and visitors; helping to maintain the master calendar for the facility; participating at special events and fundraisers as needed. The main job duty of this position will be to oversee operations on Saturday and Sunday, transitioning users in/out of the space.

Supervision will be provided by the Administrative and Scheduling Supervisor.

The schedule will be 9-6pm Saturday and 9-6pm Sunday. We are looking for 1-2 people to fill these shifts.

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.
- Develop and maintain relationships with event vendors, serving as the main point of contact, and provide a high level of customer service for event host and attendees.
- Work with security guards and parking operators to secure facility after events.
- Help oversee Terasaki Budokan, LTSC, and third party usage at the facility.
- 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 activities related to Terasaki Budokan and LTSC as a whole.

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.
- 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.