

JOB ANNOUNCEMENT

Terasaki Budokan - Programs 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 Programs Assistant will assist the Budokan team with long-term projects and day-to-day tasks. This includes but is not limited to: assisting the Programs Coordinator with program registrations and participant communications, managing the Budokan Adult Basketball League, submitting check requests for program facilitators each month, etc.

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 Sundays, and 4 hours of remote throughout the week.

Responsibilities Include:

This position entails the following areas of responsibility:

- Manage Budokan Basketball League, including but not limited to promotion, scheduling,



- communication with teams, and reserving referees/scorekeepers.
- Oversee Budokan Basketball League while on site, including setting up and tearing down the gym, collecting fees, paying referees/scorekeepers, and maintaining a welcoming environment.
- Assist the Programs Coordinator with monthly duties, including but not limited to updating weekly class registration tickets, submitting check requests for program facilitators, and communicating with the Programs Coordinator consistently concerning updates or scheduling conflicts.
- 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 guard and parking operator to secure facility after events.
- 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.
- 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.