



**JOB ANNOUNCEMENT
PROGRAM MANAGER**

POSITION SUMMARY:

Job Title: Program Manager

Salary: Salaried, full-time exempt position, commensurate with experience

Location: 1964 W. 162nd Street, Gardena, CA 90247

ORGANIZATION DESCRIPTION: <http://www.jci-gardena.org/>

The Gardena Valley Japanese Cultural Institute (GVJCI) is a 501(c)(3) non-profit community center formally incorporated in 1967 but its roots began over a hundred years ago. A variety of public programs for all ages and interests that align with GVJCI's mission are offered to the community.

MISSION STATEMENT

A space to engage, share, and embrace the Nikkei experience and culture.

VISION STATEMENT

The GVJCI envisions a vibrant network and a welcoming space for all persons interested in Japanese heritage and culture where history and tradition are honored, people are inspired to create action and change, and cultural pride and respect for all humanity are promoted.

POSITION OVERVIEW:

Reporting to the Executive Director, the Program Manager is responsible to develop, expand, and strengthen a diverse range of vibrant and innovative public programs of classes, workshops, events, and activities, which serve the cultural, educational, and social needs of the community and GVJCI's mission. Key to the position is to be able to work collaboratively with community groups and individuals, and encourage community engagement.

PROGRAM AREAS:

- Youth
- Young Adult
- Family
- Senior
- Cultural Arts
- Performing Arts
- Educational
- Community Collaborations



DUTIES:

- Program development, management, implementation, evaluation
- Community networking and relationship building, including collaborations with community resources (organizations and individuals) that align with GVJCI's mission
- Financial management and sustainability, grant writing
- Management of internships, and recruitment and supervision of interns
- Program promotion through print, social and electronic media
- Implementation and staffing of programs with volunteers, interns, and/or committees (periodic weekend hours are required)
- Assessment management tracking measurable data for quality assurance and quantification

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or equivalent combination of education and experience
- Previous administrative, program or event planning, fundraising experience
- Strong prioritization, organization, and multi-tasking skills
- Excellent written and verbal communication skills
- Ability to work under own initiative and with little supervision
- Knowledge and experience working with the Nikkei Community
- Bilingual Japanese/English is a plus

HOW TO APPLY:

Interested applicants can send cover letter and resume to: Alison Kochiyama, akochiyama@jci-gardena.org. Accepting applications until position is filled.