

# Project Manager

<b>Reports to:</b>	LTCC Chair
<b>Timeframe:</b>	2 Year Contract
<b>Status:</b>	Temporary, Part-Time 0.5 FTE
<b>Classification:</b>	Independent Contractor
<b>Compensation:</b>	\$20,000-\$25,000 (specific level based on experience)

## Introduction:

The LTCC Project Manager will provide assistance and management of tasks for the Little Tokyo Community Council. Most notable project areas will include management of the Sustainable Little Tokyo Project and an MOU with the Metropolitan Transit Authority (MTA).

## Project Management and Administration of Sustainable Little Tokyo

### General Overview:

Staffer will provide assistance and management of tasks associated with Phase II of the Sustainable Little Tokyo (SLT) Project with a two-year part-time commitment. Leadership and committees of the Little Tokyo Community Council (LTCC) will conduct brainstorming of fundraising, educational initiatives and relationship building associated with SLT and will report to the Chair of the Board of the LTCC . The LTCC will also initiate communication with community, public and private stakeholders. This staffer will manage timelines, provide oversight on project areas and coordinate logistics.

What is Sustainable Little Tokyo? [Click here](#) for more information.

### Project Management

After robust brainstorming has been completed by the LTCC, this staffer will manage the timeline and assigned responsibilities associated with Sustainable Little Tokyo. Project sub-areas will include:

- Community Education: Seminars and other initiatives to increase community knowledge around Sustainable Little Tokyo
- Grant Proposals: After identification of relevant grant opportunities, the development of the proposal itself.
- Political Relationship Building: Identification and relationship building with key community, public and private stakeholders.

*\*Note: The staffer is a facilitator of the work in these three areas and is not solely responsible for 100% of the work.*

### Logistical Coordination

The staffer will be responsible for all logistical coordination associated with all of the aforementioned project areas. Logistics may include:

- Collection of RSVP's
- Meeting/event notifications
- Creation of flyers
- Management of event budgets
- Coordination of set up and venue logistics

The Staff person will also attend LTCC committee meetings, in addition to some LTCC Board meetings.

## **Metro MOU Administration**

### **General Overview:**

Staffer will provide administrative support for the successful coordination of the Memorandum of Understanding between the Little Tokyo Community Council (LTCC), LTCC Marketing committee and MTA. Duties primarily include the processing of checks and the management of financials.

### Processing accounts payable and receivable

- Writing checks to a variety of vendors associated with the Metro MOU.

### Management of budget and financials

- Accurate record keeping of all checks written.

### Coordination of community meetings and focus groups.

- Securing venue and logistics
- Outreach

## **Basic Qualifications**

### **Reliable Transportation:**

- California Drivers License
- Car Insurance
- Vehicle

### **Knowledge, Skills & Interest**

- Basic understanding of nonprofit work and community organizations
- General interest in working for a community based organization
- Basic proficiency in Microsoft Office

### **Behavioral Qualities**

- Good communication skills both with outside membership and staff
- Must work as a team player
- Promptness and responsibility
- Pays attention to detail

**Interested applicants email resume with cover letter to [secretary@littletokyola.org](mailto:secretary@littletokyola.org)**

**NO CALLS**