

JAPANESE CULTURAL CENTER OF HAWAI'I

POSITION DESCRIPTION: PROGRAM COORDINATOR – OUTREACH

PROGRAM COORDINATOR executes JCCH programs in alignment with JCCH's program strategy. Outreach events include public events like the New Year's 'Ohana Festival, Shichi Go San, classes, presentations, and other public events (Mō'ili'ili Summer Festival, Honolulu Festival, Okinawan Festival, etc).

OBJECTIVES:

- Execute organization program objectives.
- Maintain organizational standards of satisfaction, quality, and performance.
- Track program metrics and deliverables.

Primary Duties and Responsibilities:

Large Festivals and Events

- Coordinates and executes JCCH festivals and events, serving as event leads.
- Secures and manages vendors, performers, and instructors.
- Coordinates the promotion and outreach to the public.
- Serves as the main staff contact for planning committees made up of volunteers and staff.
- Recruits, trains, and manages volunteers.

Classes and Outreach Events

- Plans and executes smaller workshops and classes under the guidance of program leadership.
- Secures venues, instructors, and other resources.
- Works with external organizations to effectively participate in non-JCCH events.
- Works with the Development team to market events to the JCCH membership and the general public.
- Recruit, train, and manage volunteers for events.

Other Duties

- Coordinates on-premise tours and presentations as needed.
- Assists with youth/education program events as needed.
- Other projects, as required, including event support on weeknights, weekends, and holidays.
- Occasional travel may be required.

EXPERIENCE REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience.
- Knowledge of the Japanese American experience in Hawai'i and passion for preserving and/or teaching the history of Japanese Americans in Hawai'i.
- Strong computer literacy (Microsoft 365, Windows)
- Strong event planning, time management, and organizational skills
- Excellent oral/written communication skills

PREFERRED QUALIFICATIONS

- Strong knowledge of CRM, task management, and presentation tools

PHYSICAL REQUIREMENTS: The physical demands described below represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually needed to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

THE ORGANIZATION

The Japanese Cultural Center of Hawai'i, a non-profit organization based in Honolulu, strives to strengthen our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i. Founded on May 28, 1987, the Center celebrates its 25th anniversary in 2012. The Cultural Center has 5,000 members and connects to more than 30,000 residents and visitors through its programs and events. The Cultural Center features a historical exhibition, community gallery, library/archive center, the Kenshikan martial arts dōjō, the Seikōan Japanese teahouse, and a Gift Shop.

APPLY: Send cover letter and CV to gyotoku@jcch.com RE: JCCH Program Coordinator

JCCH is an Equal Opportunity Employer. JCCH does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.