

JAPANESE CULTURAL CENTER OF HAWAI'I

POSITION DESCRIPTION: PROGRAM MANAGER - OUTREACH

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 about 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.

PROGRAM MANAGER will oversee JCCH programs with particular emphasis on program creation and execution. The Program Manager will plan and execute JCCH public-facing 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, other public events (Mō'ili'ili Summer Festival, Honolulu Festival, Okinawan Festival, etc), and some digital content creation.

OBJECTIVES:

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives.
- Develop program assessment protocols for evaluation and improvement.
- Maintain organizational standards of satisfaction, quality, and performance.
- Manage budget and funding channels.

Primary Duties and Responsibilities:

- Develops programs for the statewide membership and public related to the JCCH permanent exhibit, *Okage Sama De*, traveling exhibits, and other mission-related topics and issues as determined by the strategic plan, in-person and digitally.
- Works with the executive management on strategic planning for program development to serve the local community and Neighbor Island communities.
- Organizes and oversees the cultural festivals and activities in O'ahu and at the JCCH.
- Plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Manage program teams for optimal program impact.
- Identify essential requirements needed from internal teams and external vendors.
- Develop and manage project budgets and be accountable for delivering against established goals/objectives.
- Identify, apply for, and manage grants for programs.
- Work with the membership team to develop enriching member programs.
- Work with the development team to identify and develop program sponsorship opportunities.
- Analyze, evaluate, overcome program risks, and produce program reports for management and stakeholders.

- Recruit, train, and manage volunteers.
- Work with community boards and partners in conjunction with senior management.
- Maintains the database of programs, volunteers, and educators.
- Assist all program-related Board committees in carrying out their specific functions. Prepare materials for Board and Committee meetings.
- Assists with overall program department planning and execution.
- Other projects, as required, including event support on weeknights, weekends, and holidays.
- Occasional travel may be required.

EXPERIENCE REQUIRED:

- Bachelor's degree in a related field or equivalent combination of education and experience.
- Knowledge of the Japanese American experience in Hawai'i and passion for preserving and teaching the history of Japanese Americans in Hawai'i.
- 3+ years of management experience
- Strong computer literacy
- Excellent oral/written communication skills
- Excellent time management and organizational skills

PREFERRED QUALIFICATIONS

- Master's degree in a related field
- Nonprofit management experience
- Knowledge of digital content creation
- Knowledge of Salesforce
- Proposal writing experience.
- Grant writing and management experience

PHYSICAL REQUIREMENTS: The physical demands described below represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform 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, and 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.

APPLY: Send a cover letter and CV to nate@jcchawaii.org RE: JCCH Program Manager

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.