

JACL Chicago Part-Time Program Coordinator

About JACL Chicago:

JACL Chicago's mission is to secure and maintain the civil rights of Japanese Americans and all others who are victimized by injustice and bigotry. In recent years, the Chapter has focused its efforts on fighting hate crime violence, educating the public on the Japanese American historical experience and fostering intergenerational Nikkei programs focused on community connection, identity, and legacy. JACL Chicago manages a range of programs [Kansha Project](#), [Next Generation Nikkei](#), [Intergenerational Conversations](#), [scholarship program](#), and [Our Story](#). Learn more at <https://jaclchicago.org/>.

Job Summary:

JACL Chicago is seeking a dynamic part-time staff person to support the work of the chapter. In addition to supporting communications and administrative work for the organization, this position will have the opportunity to lead the Our Story Educational Program to promote the education of Japanese American incarceration in schools.

Job Description:

- Our Story - Education Program (~4 hours)
 - Manage communications, outreach and bookings with schools
 - Attend committee meetings, manage communications with committee, support committee chair as needed
 - Work with Civil Rights/Communications to maintain Our Story supplies, manage mailings, and support payments
 - Update curriculum and training materials
- Communications (~4 hours)
 - Secure quarterly JACLER article submissions, work with editor and designer to finalize JACLER, send electronic and paper copies
 - Send bi-weekly e-blast emails to JACL Chicago members with relevant events and information
 - Assist in managing JACL Chicago social media
 - Update JACL Chicago website as needed
- Administrative (~4 hours)
 - Track incoming donations and sending donor thank you letters
 - Manage logistics for annual Pacific Citizen ad fundraiser and fundraising campaigns as needed
 - Research potential databases (CRMs)
 - Maintain office supplies and equipment as needed
 - Support JACL Chicago mailings (including JACLER, end of year communication, event invitations, etc) as needed
- General Programs & Events Support (~2 hours)
 - Support and staff JACL Chicago's events, including communication, registration, and day of event needs as needed
 - Support and staff JACL Chicago information table at community events, including preparation of materials, recruit and manage materials, reconcile sales, and

update communications lists as needed

Qualifications:

- Required qualifications:
 - 1-2 years of previous work experience
 - Passion for JACL Chicago's mission
 - Good communication skills
 - Detail oriented
 - "Self-starting" and able to work independently
- Preferred qualifications:
 - Knowledge of Japanese American history
 - Familiarity with accounting or Quickbooks
 - Familiarity with Facebook, Twitter, Instagram, Adobe In Design, Wordpress, and/or Canva
 - Experience working with volunteers
 - Experience working in education or with schools, teachers or students

At least half of the weekly hours must be completed between the hours of 9:30-5:30 Monday through Thursday in office. Remaining hours can be completed remotely. Some hours completed on the evenings/weekends may be required to work with community members and volunteers. This will begin as a one year position with possibility to continue beyond one year.

Hourly Pay : \$20/hour at 12-15 hours per week. This position will be supervised by the JACL Chicago Program Director.

To apply, please email a cover letter and resume to Program Director, Rebecca Ozaki, rebecca@jaclchicago.org with 'JACL Chicago Program Coordinator' in the subject line. Application rolling until position is filled.