

Office Manager



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. Currently, JACL Chicago manages a range of programs, particularly focused on youth engagement, including the [Kansha Project](#), [Next Generation Nikkei](#), our [scholarship program](#), and [Our Story](#).

Job Summary:

JACL Chicago is currently seeking a part-time office manager to help with day-to-day operations, finances, and communications. The position, which is paid hourly, has a minimum of 10 hours/week, with an average of 15 hours/week. The position supports JACL Chicago Board Members and Committee Chairs, works closely with the Program Manager, and ultimately reports to the JACL Chicago President.

Job Description:

- Operations
 - Oversee JACL Chicago's day to day office operations including answering phones, responding to general inquiries, maintaining office supplies and equipment.
 - Attend JACL Chicago board meetings and support JACL Chicago President and Executive Committee as requested/needed
- Finances
 - Support management/ organization of income and expenses, including tracking and timely acknowledgement of donations, paying bills, working with JACL Chicago Treasurer to maintain accurate records, working with JACL Chicago accountant to document and file taxes and other required forms
- Membership
 - Work with JACL National membership staff to maintain up to date membership rosters
 - Maintain up to date communication records for JACL Chicago members
 - Send monthly email and mail reminders to lapsed and lapsing JACL Chicago members
- Communications
 - Manage/solicit JACLer article submissions quarterly, work with editor and designer to finalize JACLer, send electronic and paper copies
 - Send monthly e-blast emails to JACL Chicago members with relevant events and information
 - Manage JACL Chicago mailings (including end of year communication, event invitations, etc)
 - Work with Communications Chair to manage JACL Chicago social media
 - Update JACL Chicago website as needed

- Events
 - Support and staff JACL Chicago's events, including communication, registration, and day of event needs
 - Support and staff JACL Chicago information table at community events, including preparation of materials, recruit and manage materials, reconcile sales, and update communications lists

Qualifications

- Required qualifications:
 - Proficiency with Microsoft Office (including Word, Excel, Powerpoint) and Google Suite (including Mail, Calendar, Drive)
 - Proficiency with or willing to learn Wordpress
 - Familiarity with Facebook, Twitter, Instagram, and Adobe In Design
 - Basic bookkeeping experience and proficiency with or willing to learn Quickbooks
 - Detail oriented
 - Good communication skills
 - Self-starter
 - Passion for JACL Chicago's mission
 - High school diploma or GED
 - 1-2 years of previous administrative work
 - Some evening & weekend work required

- Preferred qualifications:
 - Interest in Japanese American community and history
 - Previous experience managing social media accounts
 - Previous experience managing bookkeeping or financial management

To apply, please email a cover letter and resume to president@jaclchicago.org with Office Manager in the subject line.

JACL Chicago is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.