

Program 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 Program Manager to provide support to our student/youth facing programs. The position has a minimum of 10 hours/week, with an average of 15 hours/week while JACL holds virtual programs. When JACL Chicago is able to return to in person programming, this position could increase in hours. The Program Manager works closely with the Office Manager and reports to the Chicago JACL President while supporting various projects and Board committees.

Job Description:

- Our Story
 - Manage communications & bookings with schools
 - Attend committee meetings, manage communications with committee, support committee chair as needed
 - Work with Office Manager to maintain Our Story supplies, manage mailings, and support payments
- Scholarship
 - Manage communications with applicants, recipients, and past scholarship recipients
 - Attend committee meetings, manage communications with committee, support committee chair as requested/needed
 - Work with Office Manager to maintain scholarship supplies, manage mailings, and support events
- Kansha
 - Manage all logistical details of Kansha trips to Little Tokyo & Manzanar (including all purchases and bookings)
 - Maintain contacts with individuals and groups in Little Tokyo
 - Supervise curriculum planning
 - Attend Alumni Leadership Board meetings, manage communications with the board, support board as needed
 - Manage Kansha Project communications and social media
 - Work with Office Manager to maintain Kansha supplies, support events, and manage payments

- Next Gen
 - Attend Next Gen meetings, manage communications with the board, support board as needed
 - Manage Next Gen communications and social media
 - Work with Office Manager to maintain Next Gen supplies and support events

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
 - Proficiency with Facebook, Twitter, and Instagram
 - Detail oriented & self-starter
 - Good communication skills across a range of ages
 - Passion for JACL Chicago's mission
 - Knowledge of Japanese American history
 - High school diploma or GED
 - 1-2 years of educational or youth development work
 - Some evening & weekend work required

- Preferred qualifications:
 - College degree or commensurate work experience
 - Previous experience managing social media accounts

To apply, please email a cover letter and resume to president@jaclchicago.org with Program 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.