

## **Program Director**

### **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, including current focus on youth engagement through the [Kansha Project](#), [Next Generation Nikkei](#), [scholarship programs](#), and [Our Story](#).

### **Job Summary:**

JACL Chicago is seeking a dynamic staff person to support the work of the chapter.

### **Job Description:**

- Attend JACL Chicago board meetings and support JACL Chicago President and Executive Committee.
- Kansha
  - Manage 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
  - 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
  - Maintain Next Gen supplies and support events
- Our Story
  - Manage communications & 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
- Scholarship
  - Manage communications with applicants, recipients, and past scholarship recipients
  - Attend committee meetings, manage communications with committee, support committee chair as needed
  - Work with Scholarship Committee Chair/rep to maintain scholarship supplies, manage mailings, and support events

- Communications
  - Secure quarterly JACLER article submissions, 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
- Finances
  - Work with JACL Chicago Treasurer to maintain accurate records, income, expenses and donations.
- Operations
  - Answer phones, responding to general inquiries, referring responses when necessary and other administrative tasks associated with the Chapter office.
  - Maintain office supplies and equipment.
  - Liaise with Building Committee on insurance, real estate and tenant issues.
- 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 saes, and update communications lists
- Membership
  - Work with Chapter 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

**Qualifications:**

- Required qualifications:
  - 3-5 years of previous work experience
  - College degree or commensurate work experience
  - Passion for JACL Chicago's mission
  - Knowledge of Japanese American history
  - 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-starting" and able to work independently

- Preferred qualifications:
  - Previous experience managing social media accounts
  - Previous experience managing bookkeeping or financial management

**Salary Range: \$45,000-\$60,000 (commensurate with experience). Medical and dental insurance provided, as well as vacation and PTO days.**

**To apply, please email a cover letter and resume to [president@jaclchicago.org](mailto:president@jaclchicago.org) with Program Director in the subject line.**