

**Job Title**

Project Nozomi Coordinator

Location

Pacoima, CA 91331

Salary: \$25 per hour. Position initially starts at part time, transitioning to full time.

About Us

The mission of the San Fernando Valley Japanese American Community Center (SFVJACC) is to preserve the Japanese culture, and above all, to promote the Japanese American experience with education, events, and activities for our community. SFVJACC has embarked on the Project Nozomi capital campaign to build a modern two-story building that includes a performing arts stage, a full-size regulation basketball court, and twelve new multi-purpose classrooms.

Position Overview

The Project Nozomi Coordinator reports to the Project Nozomi Campaign Chair and provides essential support to the staff, board, and volunteers. This role handles a variety of administrative and creative tasks related to the campaign. The successful candidate is organized, with strong written and oral communication skills and a passion for the mission of SFVJACC.

Responsibilities and Duties**Office Support:**

- Handle phone calls, emails, and other correspondence in a professional and timely manner.
- Maintain inventory of supplies (e.g. toner, stationery supplies, stamps).

Gift Processing:

- Process donations and pledges accurately, ensuring timely acknowledgment and pledge reminder letters are sent to donors.
- Assist in data entry and record-keeping tasks, ensuring records are accurate and up-to-date.
- Prepare bank statements.

Meeting Coordination:

- Provide scheduling support for donor meetings with the Project Nozomi Campaign Chair and volunteers.
- Coordinate logistics for meetings, including room setup, catering, and technology support.
- Take minutes and distribute meeting notes as needed.



Event Support:

- Provide logistical support for fundraising and friendraising events, including coordinating RSVPs, preparing event materials, and assisting during events.
- Coordinate and provide site tours to donor prospects and leadership/volunteers

Special Projects:

- Assist in coordinating and executing special projects, as assigned, such tracking grant activity and occasional dress in Project Nozomi branded attire

Qualifications

- Minimum of two years of college education
- Proficient in technology, including Zoom set-up
- Proficient in graphic design
- Able to use Excel, Word, QuickBooks, social media
- Ability to communicate and interact with people across cultures, ranges of ability, genders, and ethnicities
- Fundraising experience, including grant research and writing, a plus

How to Apply

Interested candidates are invited to submit a resume and cover letter to kay_oda@sfvjacc.com. In your cover letter, please state your interest and connection to the mission of SFVJACC by **May 15, 2024**.

SFVJACC is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

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