

JAPAN AMERICA SOCIETY OF HAWAII (JASH)

Job Description

Position: **Community Relations and Events Coordinator**
Reports to: President
Type: Full Time
FLSA Status: Exempt
Revised Date: March 16, 2017

POSITION SUMMARY:

Responsible for developing and coordinating member relations programs, events, and fundraisers. This includes planning the event, overseeing logistical and program arrangements, budgeting, preparing notices, press releases, corresponding with speakers, completing post-program duties and evaluations, and maintaining program records and documentation for events such as the annual golf tournament, the annual dinner, and any events focused on member relations and fundraising. This position recruits, trains, and oversees the volunteers to assist in these events.

Additional responsibilities include the preparation of JASH's newsletter and keeping social media and applicable websites updated.

Program Responsibilities include:

- Annual-Appeals Campaigns
- Fundraisers: Golf, Annual Dinner, Auction
- Networking: JASH 5:01
- Academic: Visiting Scholars
- Corporate: JASH Talks

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Work with the President and Vice President to develop program goals and implement strategies and processes for achieving these goals.
2. Develop and manage member relations programs and events which include creating themes and content, and overseeing all logistical and administrative tasks to run the program/event. Logistical needs include: securing venues, negotiating vendor contracts, handling travel arrangements for VIPs and speakers as needed, managing volunteer staff, arranging catering and on site logistics. Work with the President and Vice President to create and manage event budgets.
3. Develop and manage partnerships with other organizations, educational institutions and businesses that can serve as co-sponsors or venue hosts.
4. Work with the President to create the organization's communication and social media strategy. Responsible for implementation of said strategy. This includes writing and managing the website content.
5. Oversee social media with timely postings.
6. Prepare and present program reports for the President and Board as required.
7. Other duties and responsibilities as assigned by the President.

WORKING CONDITIONS:

Indoors, office setting, occasionally outdoors; travel to program sites, meeting sites, etc., as required.

WORKING HOURS:

Normal office hours are 7:30am to 4:30pm, Monday through Friday with one hour for lunch. However, as JASH is responsible for managing, coordinating, and staffing programs and other functions that may occur outside of a Monday through Friday shift, this position must be available to work beyond normal business hours which includes nights and weekends as necessary.

EQUIPMENT USE:

Personal computer, standard office equipment and tools.

MENTAL DEMANDS:

1. Demonstrates initiatives and good judgment.
2. Able to work under supervision and direction including openness to constructive feedback.
3. Able to work under deadlines and pressure
4. Able to deal with difficult people or situations.
5. Establishes and maintains cooperative and productive work relationships.
6. Exhibits patience with and is respectful of co-workers and constituents at all times

PHYSICAL DEMANDS:

Frequently = F Occasionally =O Seldom =S Rarely = R

O	Standing	S	Lifting/Carrying below 25 lbs
O	Walking	R	Lifting/Carrying 26-50 lbs
F	Sitting	R	Lifting/Carrying above 50 lbs
R	Climbing (ascending/descending)	S	Seeing (able to see clearly 20 feet or more)
S	Balancing	R	Color Vision (ability to identify and distinguish different colors)
S	Stooping, kneeling, crouching, and/or squatting	R	Night Vision (ability to perform work at night with use of
O	Handling/Push/Pull (working with hands, arms or fingers)	F	Talking
R	Feeling (perceiving attributes i.e. size, shape, temperature or	F	Hearing
S	Tasting	O	Travel

CONTACTS:

Regularly has contact with JASH directors, corporate and general members, meeting and program facilities personnel, volunteers, the Governor's and Mayor's offices, officials at the Japanese and other consulates, Japanese nationals, Japanese organizations, community partners, and other high level officials and individuals. Responsible for initiating and establishing working relationships with these constituents.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree required, preferably in marketing or business.

Experience: Two years experience in planning, organizing, and marketing programs and events preferred. Must be able to demonstrate initiative, drive, and problem solving capabilities to successful project completion. Must be customer service driven, and be able to work harmoniously with a wide range of personalities. Program and event administration in non-profits preferred. Experience in a Japan-related field is a plus.

Computer Skills: Facility with Microsoft Office (Word, Excel, Outlook, and PowerPoint), Wordpress, accounting software and database software preferred.

Other Skill: Knowledge of and interest in Japan; strong verbal and written communication skills; acumen and precision with numbers; ability to convey warmth, enthusiasm, and professionalism on the telephone; excellent social skills to facilitate interaction and maintain smooth relations with members as well as persons outside of the Society, including Japanese and other Consulates, business executives, visitors from Japan, and celebrities; flexibility to perform diverse and multiple tasks simultaneously; polished image and demeanor. Fluency in Japanese language preferred but not required.

Travel: Must be able to get to and from programs, meetings, and events that occur outside of the office within scheduled parameters and be able to transport administrative supplies and equipment to designated locations.