



**Job Title: OFFICE MANAGER**

**Salary: \$19-\$21/hour, DOE**

**Hours: Part Time or Full Time, non-exempt**

**Start Date: June 1<sup>st</sup>**

The East San Gabriel Valley Japanese Community Center (ESGVJCC) is a not for profit organization dedicated to foster and preserve the cultural heritage unique to Japanese American ancestry; and to serve the community through social services, artistic, recreational, and educational programs.

**Summary Statement:**

The position of Office Manager reports directly to the Executive Director managing the daily operations in the office as well as maintaining the facilities. Additional responsibilities include but are not limited to assisting with ESGVJCC Events, reserving and working Private Rentals, availability on weekends and evenings is required.

**PRIMARY RESPONSIBILITIES include but not limited to:**

Maintain office services

- Design and implement office policies
- Establish standards and procedures
- Organize office operations and procedures
- Review and approve supply requisitions
- Liaise with other organizations and groups
- Update organizational memberships
- Maintain office equipment
- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Open, sort and distribute incoming correspondence, including faxes and emails.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

Maintain office records

- Maintain hard copy and electronic filing system.
- Ensure filing systems are maintained and up to date
- Ensure protection and security of files and records
- Ensure effective transfer of files and records

Maintain office efficiency

**BRIDGING CULTURE, FAMILY, AND COMMUNITY**

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.



EAST SAN GABRIEL VALLEY  
JAPANESE COMMUNITY CENTER **ESGVJCC**

- Plan and implement office systems, layout and equipment procurement
- Maintain and replenish inventory, including periodic checks to determine inventory levels, anticipating needed supplies and verifying receipt of supply
- Create and modify documents using Microsoft Office.
- Coordinate and monitor Center schedule
- Coordinate all private rentals, creating invoices, arranging staffing and clean-up
- Monitor and maintain Center facilities as needed.
- Support staff and board in assigned project based work.
- Perform overtime duties as may be required.
- Attend/assist in all Center events as requested by the Board and/or Executive Director.
- Other duties as assigned which may include but are not limited to providing support for the Kokoro no Sato Infant Center/Preschool and the ClubGenki Senior Adult Day Program.

#### **Qualifications:**

- Knowledge of Microsoft Office
- Excellent work ethic, self-directed, with the ability to multitask
- Strong organizational skills
- Ability to work independently as well as a member of a team
- Ability to communicate effectively when questions or issues arise.
- Flexibility is essential, work schedule may change frequently depending on the needs of the ESGVJCC
- Willingness to assist co-workers with any task
- Must be physically able with the ability to lift at least 25 lbs
- Demonstrate excellent written and oral communication skills
- Bilingual in English & Japanese preferred
- Demonstrate ability to go the extra mile as a representative of the ESGVJCC

**Education and/or Experience:** Bachelor's degree (B.A.) from a four-year college or university, or two or more years related experience and/or training preferred; or equivalent combination of education and experience. Two years of administrative office experience preferred.

**Compensation and Benefits:** Competitive, as a small non-profit 501(c) (3) organization, and based on experience with a benefits plan that may include medical insurance stipend, matching retirement contribution, vacation, sick leave, and holidays.

**To Apply:** Interested applicants should submit a resume and cover letter to Pearl Omiya, Executive Director, [pomiya@esgvjcc.org](mailto:pomiya@esgvjcc.org). Applications will be accepted until position is filled.

The East San Gabriel Valley Japanese Community Center (ESGVJCC) reserves the discretion to change this job description at any time. The ESGVJCC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, genetic information, disability, marital status, domestic partner status, or medical condition.

**BRIDGING CULTURE, FAMILY, AND COMMUNITY**

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.



EAST SAN GABRIEL VALLEY  
JAPANESE COMMUNITY CENTER **ESGVJCC**

**BRIDGING CULTURE, FAMILY, AND COMMUNITY**

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.