



SAKURA SQUARE

Job Description: Program Associate

The **Program Associate** contributes to Sakura Square LLC and [Sakura Foundation](#)'s roles as the cultural center of the Japanese/Japanese American (J/JA) community. Sakura Foundation is a Colorado 501c3 Supporting Organization to the Denver Foundation and the sole owner of Sakura Square LLC. This position has responsibility for logistics, planning, marketing, and analysis of Foundation and LLC programming and events.

Reports to: Executive Advisor, Sakura Square LLC / Executive Director (ED), Sakura Foundation
FLSA Status: Part-time; 30 hours per week; non-exempt

Position Summary: Responsible for marketing, leading and organizing, in a timely and cost-effective manner, the programming and events of Sakura Foundation and Sakura Square. This position plays a key role in the smooth running of these busy and fast-paced organizations and requires occasional attendance at events and meetings outside of office hours and on weekends.

General qualities: The Program Associate should be a proactive self-starter, good communicator, team-oriented, reliable, responsive, solution-driven, and eager to apply their knowledge and gain new skills.

Essential Functions of the Program Associate include, but are not limited to, the following:

Marketing and Communication

- Create, test, and email the foundation quarterly eNewsletters and eBlasts
- Oversee sakurafoundation.org and cherryblossomdenver.org by creating informative and effective content with user-friendly and visually appealing placement content, keeping the content up-to-date, and troubleshooting the sites on a consistent basis
- Track and analyze attendee information at all events and offer suggestions for future programming and marketing efforts
- Plan, post, and analyze social media posts for both foundation and community activities
- Share/implement new ideas to improve processes, marketing, and/or attendance for cultural programming, events and festivals

Projects, Events, and Programming

- With the ED and board of directors, plan and organize logistics of events and programming
 - Initiate and manage the registration platforms for accepting RSVPs/tickets (i.e. EventBrite)
 - Create and implement signage and its location for events to maximize communication and create smooth and logical traffic flows and visibility for guests
 - Create follow-up surveys after programs/events, analyze results, and create a feedback summary for the BOD and ED with suggestions on how to improve programs/events going forward
 - Create follow-up reports for events, including DCBF and SOJ with the purpose of informing sponsors on the value of their investment, procuring new sponsors, and encouraging donations to support these events
- Assist ED with grant writing and securing sponsorships and donations throughout the year
- Assist with special projects and assignments for Sakura Square and its CEO

Administrative Duties

- Handle all logistics for foundation board and committee meetings, programming and events
- Process and distribute incoming mail; respond to inquiries as needed
- Track equipment and supply inventories and assist with replenishment
- Maintain foundation documents and files (hard and soft copies)
- Work on additional tasks and/or projects as needed

Donations and Memberships to Sakura Foundation

- Analyze SalesForce data to assist with strategizing donation plans and stewardship/growth of the membership program and donations
- Work with the LLC Project Manager to audit the data on a regular basis to ensure that contact information from the website, membership, and donations are being recorded properly in SalesForce
- Work with ED and chairpersons to schedule and manage meetings for the Membership Committee and Community Engagement Committee and assist with committee initiatives and goals

QUALIFICATIONS FOR PROGRAM ASSOCIATE

- Bachelor's degree or equivalent work experience in area relevant to job responsibilities
- Three+ years' experience with event planning and marketing; fundraising and grant writing experience a plus

ADDITIONAL INFORMATION

It is not required, but it is desirable that the Program Associate has an understanding of the Japanese culture and Japanese American community. All employees of Sakura Square LLC are required to adhere to the company's health and safety protocols, which are evaluated by the management team on a regular basis. This position will be 100% in person while the new employee completes the onboarding process. Flex hours will then be evaluated with the supervisor based on the needs of the position and company.

COMPENSATION

The pay for this position is \$22 to \$24 per hour for a 30-hour work week, commensurate with experience. Benefits include a technology stipend of \$130 per month, covered parking or RTD pass, and participation in the 360+5 Employee Health and Wellness Program, which offers employees a reimbursement for said expenses (maximum amount determined at the beginning of each year).

APPLICATION PROCESS

Applicants should complete the application and email it and a resume with the subject line "Sakura Square LLC Program Associate" to avalenzuela@employerscouncil.org. No phone call, please.

Dec 2024

APPLICATION FOR EMPLOYMENT

With Sakura Square LLC

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender expression or identity, marital status, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

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Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for: Program Associate Today's Date _____

This position is part-time at 30 hours per week. When could you start work? _____

_____ Last Name	_____ First Name	_____ Middle Name	_____ Telephone Number	
_____ Present Street Address	_____ City	_____ State	_____ Zip Code	
_____ Email Address				

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

If employed, do you expect to be engaged in any additional business or employment outside of our job? Yes No

If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) _____

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LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying? _____			

What software/computer programs are proficient in that relates to the job for which you are applying? _____			

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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and/or former employers.**

NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE		Reason For Leaving	
SUPERVISOR(S)	TELEPHONE		
NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS		DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE		Reason For Leaving	
SUPERVISOR(S)	TELEPHONE		
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SUPERVISOR(S)	TELEPHONE		

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Have you worked or attended school under any other names? Yes No
 If yes, give names: _____

Are you presently employed? Yes No
 If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No
 If yes, please explain: _____

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I will be required to successfully pass a background check. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CEO OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.