



TAIKO COMMUNITY ALLIANCE

P.O. BOX 26895, SAN JOSE, CA 95159

INFO@TAIKOCOMMUNITYALLIANCE.ORG

Program Manager

Reports to: Business Manager

Status: 2020 Part-time non-exempt (20 hrs/wk); 2021 Full-time exempt (40 hrs/wk). Our main office is in San Jose, CA and you may be required to travel there. This position is 100% remote with occasional travel, and does not include permanent office space.

Compensation: \$24.00/hour in 2020; \$50,000.00 annual salary in 2021

Benefits: Remote work, flexible work schedule, sick leave, accrual of paid time off, and paid holidays.

Position Summary:

The Program Manager's primary responsibilities are to develop and improve TCA's core programs, including its flagship program -- the biennial North American Taiko Conference (NATC) -- and to facilitate sustainable program growth and development to ensure a diverse, high-quality suite of programs that effectively serves the needs of TCA's constituents and the larger taiko community.

This position will transition into a full-time role beginning in 2021, in order to assume the additional responsibilities of NATC conference coordination. It is expected that the Program Manager will be open to temporarily relocating to the NATC host city during conference preparation.

Duties:

1. Designs, manages, and implements TCA's core programs, including (but not limited to): North American Taiko Conference, Grant Program, Taikothon, Taiko Census, Taiko Voices, and Collegiate Taiko Advisory Group.
2. Oversees, manages, and coordinates requisite program staff, volunteers, and resources.
3. Designs and implements systems to regularly evaluate program effectiveness.
4. Analyzes program data to track continuous efficacy and efficiency of TCA programs. Identifies areas in need and develops strategies for improvement and growth.
5. Establishes and maintains working relationships with partner organizations, sponsors and funders.
6. Ensures that program-related PTO, expense reimbursements, timesheets and mileage statements are completed in a timely manner.
7. Participates in regularly scheduled meetings with core staff, and meets with working committees as needed.
8. Demonstrates leadership ability while displaying adaptability and a collaborative, positive attitude.
9. Other duties as assigned.

Minimum Qualifications:

- Two to three years experience in event planning and program evaluation.
- One to two years work experience in a non-profit environment.

Knowledge of:

- Federal and state guidelines pertaining to non-profit organizations.
- Federal and state accessibility guidelines.
- Principles and practices of event and conference planning.

Ability to:

- Develop, implement and evaluate program activities and events.
- Develop and implement an action-oriented, entrepreneurial and innovative approach to event planning.
- Engage, reach out to, and collaborate with a diverse range of stakeholders as an advocate of TCA.
- Communicate effectively both verbally and in writing.
- Simultaneously manage and implement multiple projects and timelines.
- Maintain active involvement with the taiko community and appreciate the diverse experiences and background of taiko practitioners.
- Ask for and receive feedback from staff and peers.

The Taiko Community Alliance believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, or marital status.

The above statements are of a general nature and are intended to describe the level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.

To apply, please email cover letter, resume, and two to three references (name, affiliation, and contact information) to Derek Oye at derek@taikocommunityalliance.org by March 15, 2020.