



Portland Japanese Garden seeks Part-Time Program Assistant

Position Overview

The Program Assistant is responsible for administrative duties and handling of entry-level event coordination for the International Japanese Garden Training Center (TC), the Garden's educational department. This position is great for someone who has strong data management and customer service skills and who is seeking opportunities for advancement. The Program Assistant reports to the TC Program Manager. This position starts April 1st, 2020.

Primary Duties

- Assist with event coordination, such as drafting an event script, ordering materials
- Attend pre and/or post event meetings and provide on-site event support, always demonstrating a graceful, courteous manner
- Track program registrations and payments in cooperation with the Events department
- Demonstrate consistent statistical tracking and data organization
- Handle administrative tasks through Moodle, the online teaching platform
- Maintain organization of teaching material and equipment including garden tools
- Provide friendly hospitality to visiting instructors and lecturers
- Order office supplies for the TC and maintain cleanliness
- Understand the basic operation of the Vollum Library, which is under the TC's operation
- Other duties as assigned

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to the organization's dress code (business casual)

Qualifications

- The ability to work effectively with people of diverse ages, talents, and backgrounds
- Excellent organizational skills and attention to detail
- Intermediate-level skill in MS Word, Excel, and PowerPoint
- Precise, proper writing and speaking skills
- Friendly, positive, and poised personality
- Current driver's license

Special desired qualifications

- Flexible work schedule and ability to accommodate changing Garden needs
- Japanese language fluency
- Knowledge of Japanese culture and arts
- Ability to work in all types of weather conditions during events
- Ability to lift 40 lbs

Compensation & Schedule

- Wage: \$16.00 per hour
- This is a part-time, hourly position, with an average of 16 hours per week. Shifts are typically 8 hours (plus ½ hour lunch) a day, 2 days per week on weekdays, with special exceptions to serve consecutively during the following dates:
 - April 25 - 27
 - June 8 - 14
 - July 11 and 25
 - August 24 - 30
 - November 14

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Program Assistant" in the subject line. Please no phone calls or hand delivered applications. **Applications will be accepted until the position is filled.**

All submitted applications will be held in confidence.

We encourage all potential applicants to watch our video entitled "[Come to Understand: Welcome to Portland Japanese Garden](#)" (5:56 minutes).

Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 95+ FTE's and 35+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working for a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.