

The Japan Foundation Center for Global Partnership, New York

POSITION AVAILABLE

Associate Program Officer, Grassroots Exchange & Education

Established by the Japanese government in 1972, The Japan Foundation's mission is to promote international cultural exchange and mutual understanding between Japan and other nations. The Japan Foundation's activities consist of three major programs: 1) Arts & Cultural Exchange; 2) Japanese-Language Education Overseas; and 3) Japanese Studies and Intellectual Exchange. The Center for Global Partnership (CGP) was founded within the Foundation in 1991 and seeks to promote exchange and collaboration between Japan and the United States with the goal of fulfilling shared global responsibilities and contributing to improvements in the world's welfare. For more information, please visit our websites at www.jfny.org and www.cgp.org.

Description: The Japan Foundation CGP, New York seeks an Associate Program Officer who will be responsible for the management of both institutional and other programs in Grassroots Exchange & Education. Through these programs, The Japan Foundation CGP aims to foster Japan-U.S. grassroots exchange in various ways. This position will report to the Program Director of Grassroots Exchange & Education.

Location: New York, NY

Key Responsibilities:

- Manage institutional grant and other programs in Grassroots Exchange & Education by processing applications from institutions and individuals, maintaining program files and documents using the CGP database, and communicating with prospective applicants, grantees and awardees.
- Coordinate logistics for in-house meetings as well as events with collaborators, grantees and etc. by planning venues, catering, transportation, audio/visual equipment, materials, etc.
- Create program materials and publications (e.g. newsletters, flyers, and webpages) and assist in proofreading of English documents.
- Support marketing and public relations functions by managing web and social media presence.
- Conduct outreach activities and site visits throughout the U.S. as a representative of The Japan Foundation.
- Collaborate and correspond with program staff at The Japan Foundation Tokyo Headquarters.
- Perform other duties and additional responsibilities as directed.

Required Qualifications:

- Bachelor's degree. Master's degree or equivalent work experience preferred.
- Legal authorization to work in the United States.
- Native oral and written English communication skills.
- Willingness and ability to travel and attend occasional weekend events (travel is approx. several weeks/year.)

A strong candidate will also possess:

- Superior written and verbal communication skills
- Excellent organizational skills, strong attention to detail, and the ability to multi-task
- Experience with and/or interest in international cultural exchange
- Experience with grant management and/or familiarity with institutions of higher education
- Familiarity with Japan and Japanese language ability
- Proficiency in Microsoft Office software (experience with application management software preferred)

Salary and Benefits: Salary commensurate with experience. Benefits include comprehensive medical, dental, vision, and life insurance coverage, paid vacation and sick leave, etc.

To apply: Please email a cover letter, resume and a one-page writing sample in English to job-opening@cgp.org
Qualified candidates will be invited for an interview.