



Program Officer Innovators Network

Join our team at this exciting time as our new President & CEO reintroduces Japan Society for the global era in our second century of promoting mutual understanding between the United States and Japan. The Program Officer in the Innovators Network is part of a small team that develops and implements multi-year projects to facilitate unique opportunities for leaders and innovators from Japan and the U.S. to come together, share knowledge and insight, and catalyze positive social change. The Program Officer will also help administer the Japan Relief Fund, originally launched by Japan Society on March 12, 2011 to aid the survivors of the Great East Japan Earthquake, and now includes relief efforts as a result of the 2016 Kumamoto Earthquake and the 2019 Typhoon Hagibis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Innovators Network

- Strategize with Director on overall Network development and goals;
- Research candidates for Innovators Network projects;
- Initiate and develop new project ideas;
- Draft proposals and develop project budgets;
- Build itineraries and oversee logistics for events and schedules, including in Japanese;
- Accompany and assist Japanese and American Network participants on Innovators Network trips in the Japan and the U.S.;
- Implement all public programs and events related to the Network ;
- Provide informal interpretation during the exchange programs;
- Provide translation for documents in Japanese;
- Work with Media & Marketing to update website with relevant material, news related to Network participants and the Japan Relief Fund (English and Japanese);
- Produce quarterly e-newsletters and event e-blasts;
- Update Innovators Network's social media outlets;
- Update database;
- Manage Network correspondence and documentation (online and hard-copy);
- Process payments for project and event expenses in a timely manner;
- Prepare materials for Annual Report and prepare Japanese language section materials.

Japan Emergency Relief Fund (JERF)

- Identify potential grantees for JERF and conducts research on those organizations;
- Review letters of inquiry and grant proposals;
- Ensure that grantees submit narrative and financial reports as required under the terms of grant agreements;
- Monitor grants by reviewing midterm and final narrative and financial reports;
- Monitor grantee financial reports to track overall grant allocations;

- Write and edit program materials and guidelines in Japanese;
- Participate in the development, planning, and organization of JERF-related events;
- Stay abreast of developments in the impacted area through research and dialogue with grantees and advisors;
- Update online reports from Relief Fund Recipients.

QUALIFICATIONS:

- Bachelor Degree in international affairs, public policy, nonprofit management, or related major. Master's degree is preferred, but not required;
- Ability to work within the Japanese business culture, and to work effectively with people of distinction;
- Fluency in Japanese, including speaking, reading, writing;
- Minimum of three years of experience in program management, preferably with a global organization;
- Excellent organizational skills, including multitasking and working on many tasks and projects at once;
- Excellent communication and diplomatic skills to build and maintain relationships with people at all levels internally and externally;
- Collaborate effectively with internal and external contacts, establishing and maintaining relationships and an atmosphere of trust and respect;
- Demonstrated creativity; ability to explore, assess and implement successful ways to build and improve program content and effectiveness;
- Familiarity and enthusiasm for topics related to economic and community revitalization, social impact, new ideas/thinking and trends;
- Must be a self-starter;
- Experience in developing and managing program budgets;
- Knowledge of Word, Excel, Outlook, Internet and SNS a must;
- Knowledge of databases (Raiser's Edge) a plus.

To Apply

Send your resume and cover letter to the Director of Human Resources at jobs@japansociety.org.

About Japan Society

Founded in 1907, Japan Society in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, unique professional exchange programs, opportunities for high school students, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan, and East Asia. For more information, visit our website <http://www.japansociety.org>.

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.