



# THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

<b>Position:</b>	Administrative and Program Assistant
<b>Term:</b>	Permanent, Full Time
<b>Regular Hours:</b>	11:00AM-7:30PM M-F, option of Friday telework
<b>Place of Work:</b>	Japan-America Society of Washington DC Office
<b>Starting Salary:</b>	\$35,000

## Overview

Japan-America Society of Washington DC (JASWDC) is uniquely situated to pursue its mission of promoting friendship and understanding between Americans and Japanese. Drawing on the unique resources of the nation's capital and our long history, JASWDC offers diverse programming that spans the educational, cultural, business, and policy spheres. JASWDC produces over 80 programs each year and has the oldest Japanese language school and Japanese cultural classes in Washington, DC. For 60 years, JASWDC has been the organizer and presenter of Sakura Matsuri – the largest one-day Japanese Street Festival in the United States. JASWDC is also home of the National Japan Bowl Japanese language & culture competition, as well as Washington, D.C.'s Annual U.S.-Japan Public Affairs Dinner. JASWDC seeks a dynamic administrative and program assistant who can oversee office administrative functions while providing programmatic assistance in support of the Society's programs. The administrative and program assistant will work under the direction of the president, communications director, bookkeepers, and other permanent staff members.

## Roles and Responsibilities

### **Office Administration**

The administrative and program assistant will work under the guidance of the communications director to manage office administration tasks and ensure a professional and mission-appropriate office appearance. The position is the primary point of communication and contact with JASWDC's bookkeepers.

- Monitor cleanliness and professional appearance of office:
  - Conduct (or oversee) morning and evening walk-throughs of office public and classroom spaces to ensure an organized and professional appearance. Work with staff to communicate expectations that users of the JASWDC spaces must cooperate in maintaining a clean and orderly office
  - Serve as primary point of contact for communications with building management regarding custodial and other building services
  - Oversee management of office renovation project
- Serve as primary in-office representative, including:
  - Oversee office schedule in order to ensure that office is staffed constantly during regular business hours
  - Serve as primary staff member to greet office visitors, or ensure that the role is filled constantly during business hours by delegating task to interns
  - Serve as primary staff member in charge of monitoring Japanese Language School and addressing urgent teacher requests
  - Serve as primary staff member in charge of answering phone (or delegating to interns) in order to ensure that phones are staffed constantly during regular business hours



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- Ensure that office voicemail is checked regularly and that, where relevant, calls are addressed promptly
- Train interns in basic office procedures and etiquette, manage and oversee intern schedule
- Train and oversee interns in monitoring and responding to JASWDC's public email address ([info@jaswdc.org](mailto:info@jaswdc.org))
- Manage basic accounting tasks including:
  - Receive and record checks payable to JASWDC, make weekly bank deposits
  - Manage receipts of credit card payments to JASWDC, log transactions on weekly basis, and filing receipt hard copies
  - Code and transmit invoices to bookkeepers, and record and file payment information
  - Receive and sort office mail
- Manage office equipment maintenance (copier, telephone/internet, building maintenance, computer repair, etc.); maintain and replenish office and program supplies
- Relay announcements regarding events such as building closures (snow emergencies, holiday schedules, etc.) to staff
- Serve as main point of contact between building management and JASWDC staff

## **Program Management and Assistance**

- “Japan in a Suitcase” schools visit program
  - Oversee interns' and volunteers' work planning, developing, and implementing program, including designing lesson plan and preparing materials
  - Maintain JiS databases, schedule JiS visits and volunteer training
  - Solicit funding for program, aiming to enable the program to be expanded and professionalized
- Manage ad hoc and annually recurring programs such as:
  - Japan In the Year (January)
  - JUMP program (October/November)
  - Otsukimi (October)
  - Bonenkai/Shinnenkai and other happy hour events
- Assist Director of Communications with board meeting arrangements including room reservation, managing invitations and reservations, and ordering lunches
- Serve as primary assistant to the Director of Communications on managing the Annual Dinner
- Provide general program assistance as needed

## **Candidate Qualifications**

The successful candidate will have:

- Bachelor's or vocational degree (required)
- Strong written and oral communications skills with outstanding attention to detail
- Demonstrated experience engaging with customers/stakeholders and providing exemplary customer service
- Office and financial management experience (or training)
- Knowledge of basic web & management principles and experience with WordPress (preferred)



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- Exemplary organizational abilities including planning, delegating, program development, and task facilitation
- Ability to work independently and take initiatives with limited instruction and oversight
- Willingness to occasionally work outside of the constraints of a standard work week, as required, including weekends and before or after scheduled hours
- Interest in Japanese language & culture (preferred)

## **Benefits**

- Two weeks paid leave, plus one week of office closure during winter holidays
- Health & Dental insurance
- Retirement plan
- Friendly & welcoming office environment

## **Application Instructions**

Interested candidates should send a resume and cover letter to [info@jaswdc.org](mailto:info@jaswdc.org), with “Program and Administrative Assistant” in the subject line. Please provide the names and contact details of three references either in your resume or on a separate sheet. Deadline for submitting applications is Sunday, February 29<sup>th</sup> 2020.