



Effective Date of Job Description: April 2022 – position available until filled

Position Title: Program Assistant, Full-time

Work Location: Seattle, WA (relocation assistance not available)

Compensation: Low to mid 30s, commensurate with experience

Benefits: Full health insurance, 401k matching, Generous Vacation, PTO, and family leave

Position Information

The Program Assistant is responsible for the smooth operation of Laurasian’s grant programs by carefully maintaining financial records for our program participants and keeping detailed documentation per program requirements. The position involves regular communication internally within departments and externally with participants and funders. Occasional travel to workshop locations around the U.S.

Job Duties

- Maintain positive relationships through regular communication with quasi-governmental entities, funders, and program participants
- Oversee program budget reports and submit yearly financial reports to backers
- Administer program stipends to participants
- Ensure program participants’ documentation is compliant with program, organization, and funder rules and policies
- Coordinate and facilitate program trainings across the U.S.
- Contribute to developing and designing program-specific handbooks, forms, and reports
- Data entry and record maintenance

Minimum Qualifications

- Bachelor’s Degree (Japan Studies or International Studies preferred)
- Japanese Language Proficiency
- Knowledge of Japanese business culture
- Experience in international education administration preferred
- Experience in the NGO sector preferred
- Strong attention to detail and troubleshooting abilities
- Proficiency in Microsoft Office suite (Excel, Word, Sharepoint, etc.)
- Proficiency with Adobe Acrobat
- Occasional availability after hours and/or weekends to support trainings, site visits, etc.

Background Check Required

COVID Vaccination Required

Interested applicants should email their cover letter and resume to: grebeck@laurasian.org