



**Position Title:** Program Officer (Full-Time)  
**Position Location:** Washington, DC  
**Reports To:** Director  
**Professional Level:** Experienced

**Position Summary:**

Sasakawa Peace Foundation USA (Sasakawa USA) is a 501c3 non-profit located in Washington, DC involved in U.S.-Japan relations, providing conferences and seminars, think tank analysis, people-to-people exchanges and coordination of high-level dialogue between the two countries through our programs. Sasakawa USA is independent from but works closely with our sister foundation in Tokyo, Sasakawa Peace Foundation.

Sasakawa USA seeks an experienced Program Officer to lead all programmatic aspects of the Education Programs. The Education Program focuses on improving public understanding of U.S.-Japan relations through frequent public events, delegation trips, people-to-people exchanges/dialogues, fellowships, and other outreach efforts. S/he will initiate and develop new program ideas, and play a leadership role in planning events, organizing delegations, and in internal and external coordination and communication.

The Program Officer reports directly to the Director for Education and Finance, and supervise the Program Assistant for the Education Program. S/he is a member of a broader Programs team led by the Chairman and CEO and two Directors, and works with Research Fellows and Assistants, the Communications team, and the Administrative office.

**Requirements:**

- Master's degree in relevant field (Japanese Studies, International Relations, History, Political Science, or policy/area studies relevant to Japan and Asia)
- Ability to initiate and develop new program ideas independently
- Ability to plan and execute events and delegations within allocated budget
- Ability to generate budget plans and track expenditures
- Native/business proficiency in written and oral Japanese
- Strong written and oral communications skills
- Strong knowledge of and demonstrated interest in U.S.-Japan relations
- Attention to detail and ability to multi-task
- Excellent interpersonal skills; ability to network with relevant experts and practitioners
- Demonstrated ability to supervise junior staff and lead a team
- Proficiency in Microsoft Office
- Authorization to work in the U.S. (non-US citizens must possess work authorization that does not require employer sponsorship for a visa)

**Preferred Skills:**

- Experience in planning and managing non-profit programs and events
- Experience in grant proposals and management
- Proficiency in expense tracking software (e.g. Xpenditure)

**Responsibilities:**

- Plan and organize conferences, roundtables and other events on U.S.-Japan relations in and outside of Washington, D.C. Travel as needed.
- Plan and organize visits to Japan by American scholars and practitioners or visits to the United States by Japanese scholars and practitioners as part of Sasakawa USA's Education programs. Travel as needed.
- Initiate and develop new projects and events for the Education Program
- Draft program proposals and documents for Education Programs
- Evaluate incoming proposals and documents from external organizations
- Facilitate communication with other departments, project partners and other external organizations
- Formulate project budgets and track expenditure of funds
- Manage social media and website contents of the Education Program in coordination with Communications team
- Supervise the Program Assistant in all aspects of the Education Program's programmatic and administrative functions

**Compensation and Benefits:**

- Sasakawa USA offers health insurance coverage, a 401k plan, paid vacation and sick leave. Normal working hours are Monday – Friday, 9:00 am – 5:00 pm with flexibility on start and end time, with a one hour lunch break and the occasional weeknight and/or weekend event (paid overtime).
- Salary is negotiable based on experience level.

**To Apply:**

To apply, please send resume, one page writing sample, and cover letter to Ms. Kazuyo Kato at [kkato@spfusa.org](mailto:kkato@spfusa.org). **The deadline is August 22, 2016.**

Cover letter should detail your interest in Sasakawa Peace Foundation USA, how your past experience relates to the above responsibilities, and your available start date. Include your name and the title "Program Officer" in the subject line. All attachments should be labelled "First Name Last Name\_Document Title" (e.g. Jane Doe\_Resume). Only applicants who are selected for interviews will be notified within two weeks after the deadline.