

# The Japan Foundation, New York

## POSITION AVAILABLE *Associate Program Officer, Japanese Studies*

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, including the Center for Global Partnership (CGP). For more information, please visit our websites at [www.jfny.org](http://www.jfny.org) and [www.cgp.org](http://www.cgp.org).

**Description:** The Japan Foundation, New York seeks an Associate Program Officer who will be responsible for the management of the institutional grant programs and fellowship programs in Japanese Studies. Through these programs, the Japan Foundation aims to support and enhance the academic study of Japan at universities, colleges, and various institutions in the United States. This position will report to the Program Director of Japanese Studies.

**Location:** New York, NY

### **Key Responsibilities:**

- Manage the institutional grant programs in Japanese Studies by processing applications, maintaining program files and documents, and communicating with prospective applicants and grantees.
- Administer the Japanese Studies Fellowship Program by maintaining the application website, overseeing the application and screening process, responding to inquiries, and coordinating awards.
- Liaise with the Japan Foundation's American Advisory Committee, which consists of distinguished scholars from various institutions in the United States.
- Coordinate logistics for large in-house meetings as well as events at academic conferences by planning venues, catering, transportation, audio/visual equipment, materials, etc.
- Create program materials and publications (e.g. newsletters, fliers, and webpages) and assist in the proofreading of English documents.
- 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.

**Job Commencement:** June 12, 2017 (or as soon as possible thereafter)

**To apply:** Please email a cover letter, resume, and one-page writing sample to [job-opening@jfny.org](mailto:job-opening@jfny.org)

**Deadline:** May 15, 2017. Qualified candidates will be invited for an interview (tentatively planned for May 22 - 23).