



THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

Position: Program Manager of Japan Bowl & JASWDC Language School

Reporting to: Executive Director & Japan Bowl Director

Terms: Permanent

Hours of Work: 9:30-5:30pm Monday to Friday, some evenings and weekend work

Place of Work: Japan-America Society Washington DC Office

Overview

The Japan-America Society has a special responsibility to the next generation of Americans, to help them learn about Japan as a country of its language, its history and culture, and its relationship with the United States. For over more than 20 years, Japan America Society Washington DC has been sponsoring National Japan Bowl. It is an academic competition that tests the achievements of high school students who are studying the Japanese language and about Japan. Every year more than 200 students throughout the United States are participating in Japan Bowl.

Role and Responsibilities

Japan Bowl

- Assists Japan Bowl Director achieve successful Japan Bowl which is held in every April
- Prepare 400 questions by PowerPoint by working with Committee members
- Plan the Japan Bowl budget (income and expenses), account for spending, and provide final financial reports to donors and the JASW Board
- Manage the Japan Bowl registration process
- Recruit, train and help volunteers perform effectively to achieve their responsibilities
- Oversee and facilitate the registration process and setting up the venue
- Prepare a Japan Bowl Report after the event including survey data from students and teachers

Language School (Japanese & English)

- Prepare each semester's schedule for Japanese and English classes
- Manage the teachers' schedules, pay scale and teaching supplies
- Develop the Language School's curriculum
- Develop new classes

Sakura Grant (JCAW-F) and JASWDC Scholarship Programs

- Provide administrative support to JCAW-F and JASWDC Scholarship Committees including announcement of the grant and communication with recipients.

Communication with the Japanese Community

- Assist with day-to-day communication with the Washington, DC Japanese community (i.e. Japanese companies, schools, newspapers, etc.)

Skills

- Strong understanding of both English and Japanese and writing skills of both languages (JLPT level N2 or higher)
- Word, PowerPoint, Excel

Ability

- Manage volunteers to achieve their responsibility in timely manner
- Communicate and work effectively with co-workers, committee members and volunteers
- Pay attention to details
- Make decisions on the spot and coordinate the situation accordingly
- Be flexible for changes
- Be creative and open to new ideas

Send cover letter & resume to Marc Hitzig, Executive Director at mhitzig@jaswdc.org.