



THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

Position:	Program Assistant
Term:	Full time, Permanent
Regular Hours:	9AM-5:30PM M-F, Option of partial telework
Place of Work:	Japan-America Society of Washington DC Office
Starting Salary:	\$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 the Sakura Matsuri-Japanese Street Festival – 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 JASWDC's Annual U.S.-Japan Capital Gala. JASWDC seeks a dynamic program assistant who can support the National Japan Bowl and the US-Japan Capital Gala, and provide hands-on management of many of the Society's smaller programs. The program assistant will work under the direction of the president and program directors.

Roles and Responsibilities

Primary roles and responsibilities include:

- Working under direction of Japan Bowl Director, assist with:
 - Overseeing National Japan Bowl student registration and accommodations
 - Management of venue setup and arrangements
 - Management of the National Japan Bowl exhibition tent and stage performance at Sakura Matsuri-Japanese Street Festival
 - Management of on-site event interns, volunteers, performers and workshop presenters
 - Organization of annual Japan Bowl Champions trip participants
 - Management of Japan Bowl Alumni engagement
- Working under direction of the US-Japan Capital Gala Director, assist with:
 - Maintenance of databases for sponsors and other Gala guests
 - Communication with venue and event contractors for equipment rental
 - Overseeing event setup and break-down
 - Coordination of event speakers, volunteers, performers
 - Outreach and communication with caterers
 - Creation of program materials and visual presentations
- Working under direction of the President, manage event preparation and registration for ad hoc and annually recurring programs such as:
 - Japan In the Year (January)
 - JUMP program (October/November)
 - Bonenkai/Shinnenkai and other happy hour events



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- Oversee JASWDC member community's cultural classes such as calligraphy, flower arranging, book club, sake tastings, etc.
 - Manage class teachers and schedules
 - Oversee event space preparation
 - Create and manage registration

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
- Basic computer literacy and demonstrated ability to adapt to and embrace new and evolving software platforms
- Exemplary organizational abilities including planning, delegating, program development, and task facilitation
- Ability to work independently and proactively 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
- Japanese language & cultural proficiency

Benefits

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

Application Instructions

Interested candidates should send a resume and cover letter to info@jaswdc.org, with "Program 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 Friday, October 1st 2021.