



**The Japan Foundation Center for Global Partnership
New York, NY**

POSITION AVAILABLE
Assistant (Part-Time), Grassroots Exchange & Education Program

Established in 1972, the Japan Foundation seeks to promote international cultural exchange and mutual understanding between Japan and other countries. The Foundation awards grants in the areas of Arts & Cultural Exchange, Japanese-Language Education Overseas, Japanese Studies and Intellectual Exchange, and operates fellowship programs to foster individual research and the development of human resources.

The Center for Global Partnership (CGP) was founded within the Foundation in 1991 with offices in New York City and Tokyo, and seeks to promote exchange and collaboration between the United States and Japan with the goal of fulfilling shared global responsibilities and contributing to the improvements in the world's welfare.

CGP has an opening for a part-time Assistant in the Grassroots Exchange & Education Program. This program promotes collaboration and exchange between the United States and Japan at the grassroots level and K-12 education about Japan in the United States. The Assistant will report to the Program Director and will support grant-making efforts, and may support the coordination of program and in-house events.

Responsibilities:

The Assistant will report to the Program Director and will assist with the following:

1. Grant-making

- Review letters of inquiry and proposals, draft recommendations, and related materials;
- Communicate with grantees and grant-seekers, through written correspondence, meetings, and site visits;
- Research fields to identify and monitor trends, new models, and new initiatives.

2. Program and in-house activities coordination

- Coordinate various program activities and in-house events such as roundtables, seminars, and outreach events;
- Participate in the development and implementation of a public relations strategy;
- Carry out other related duties as assigned by the Program Director.

Qualifications:

- Highly motivated college graduates are welcome;
- Experience in fields related to the Foundation's giving areas preferred;
- Strong analytical skills; the ability through questioning and informal research to understand the feasibility and implications of submitted proposals;
- Strong oral and written communication skills in English;
- Understanding of contemporary Japan; experience living in Japan and proficiency in the Japanese language, including translating ability, preferred.

Work Hours and Days: Between 9:30 am-5:30 pm, 2 to 3 days per week. Initial term will be for a three-month contract, renewable contingent on performance.

Wage: Hourly wage, commensurate with experience.

Job Commencement: March 1, 2011 (or as soon as possible thereafter)

To Apply: Please email résumé, cover letter, and one-page writing sample to: job-opening@cgp.org.

The deadline for submitting applications is **Friday, February 11, 2011**.

For more information, please visit the [Japan Foundation website](#) and the [Japan Foundation Center for Global Partnership \(CGP\) website](#).