

The Japan Foundation, New York

POSITION AVAILABLE

Associate Program Officer, Japanese Studies

Established by the Japanese government in 1972, the Japan Foundation (JF)'s mission is to promote international cultural exchange and mutual understanding between Japan and other countries. JF's activities consist of three major programs: 1) Arts & Cultural Exchange; 2) Japanese-Language Education Overseas; and 3) Japanese Studies and Intellectual Exchange. For more information, please visit our websites at <https://www.jfny.org/> and <https://www.jpf.go.jp/>.

Description: The Japan Foundation, New York (JFNY) seeks an Associate Program Officer for the Japanese Studies team. Through Japanese Studies grant programs, JFNY 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:

- Assist in the implementation of JFNY's programs focusing on Japanese Studies in the United States.
- Manage institutional grant programs in Japanese Studies by processing applications, maintaining program files and documents, and communicating with prospective applicants and grantees.
- Administer Japanese Studies' Fellowship programs by maintaining the application website, overseeing applications and the screening process, responding to inquiries, and coordinating awards.
- Liaise with JF'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, SNS posts, and webpages) and assist in the proofreading of English documents.
- Conduct outreach activities and site visits throughout the U.S. as a representative of JFNY.
- Collaborate and correspond with program staff at JF 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.
- Willingness and ability to travel and attend occasional weekend events. During COVID-19, business trips are conducted following the guidance and travel advisories published by the CDC, state and local authorities.

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.
- Academic background in Japanese Studies/Asian Studies.
- 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: November 15, 2021 (or as soon as possible thereafter)

To apply: Please email a cover letter, resume, and one-page writing sample to job-opening@jfny.org by September 24, 2021. Qualified candidates will be invited for an online interview.