

EDUCATION OFFICER

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

SUMMARY:

The Education Officer, working with the Director and staff of the Department of Education and Family Programs, will conceptualize, plan, and implement dynamic programs mainly for school students with a primary focus on NYC K-12 school after-school programs as a part of newly launching Japan Society School Partnerships. Officer ensures effective and efficient planning of program components, smooth coordination, collaboration with other departments and institutions, and promotion of programs. Education Officer will work closely with Director to prepare budgets, project proposals/ reports, and other duties related to effective and excellent programming. Education Officer reports to Director of Education and Family Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Working closely with Director and Evaluation Officer, develop and implement mainly after-school programs as a part of the newly launching Japan Society School Partnerships and coordinate instructors for school programs including manga workshops, Japanese for Teens language programs, potential additional after-school programs, and year-end student exhibition
2. Along with other education staff, build and maintain effective relationships with NYC K-12 schools including Title 1 School Partnership schools to ensure continuing advancement of the school and after-school programs;
3. Collaborate in developing joint programming for schools and families with Japan Society's Gallery, Film, PA and other departments;
4. Assist Education Director to coordinate the 10th anniversary events for Jr Fellows Leadership Program in summer 2022, and provide additional support to other teacher and family programs within the department;
5. Effectively communicate with Director and team, as well as other internal departments across Japan Society, such as Media & Marketing, Finance & Administration, Rentals, and Maintenance to ensure that all programs run smoothly.
6. Perform a wide variety of administrative functions including, but not limited to; researching and preparing materials for programs, maintaining department files, tracking program budgets, drafting grant applications and reports, and assisting with program evaluation.

QUALIFICATIONS:

- B.A./B.S. in Japanese or Asian studies, education, international education or related field. Master's degree preferred, but not required;

- Strong knowledge and interest in Japanese history, arts and culture; Work experience in Japan preferred;
- 5+ years of work experience in cultural organization, Japan-US relations; and/or K-12 education, especially working experience with students from underserved communities;
- Curriculum design, and knowledge of New York City public and private schools;
- Strong computer proficiency, especially in MS Office, social media and related software;
- Must possess excellent written and verbal communication skills;
- Detail-oriented, highly organized, and demonstrated ability to multitask in a fast-paced work environment;
- Available for weekends/overnight and flexible working hours.
- Ability to lift and carry 25lb.
- Fluency in Japanese a plus.

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.