



Program Officer, Women's Initiative

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.

DESCRIPTION

The Program Officer will work with the Deputy Chief of Programs and Chief Program Officer to implement programming related to the Japan Society's newly conceptualized Women's Initiative, an effort to promote gender equality by amplifying, mentoring, and supporting women and girls for a future in positions of leadership in the US and Japan. This program will host online and in-person workshops, dialogues, talks and networking events for women leaders. We also plan to develop a mentorship program for young women and girls and collaborate with other organizations in the US and Japan. The women's cohort that emerges from these dialogues and networking opportunities will span business, policy, arts, education, development, journalism, and technology. Two chapters located in the United States and Japan will be maintained with regular meetings and exchanges. This role will require travel in both the US and Japan and could be based in either New York or Tokyo.

Key Responsibilities:

- Plan and coordinate scheduling of Women's Initiative programs in the US and Japan.
- Identify, reach out to, build and maintain relationships with members of the women's initiative as well as speakers, special guests, and other potential collaborators within the US and Japan.
- Plan and implement public and members-only events tied to the Women's Initiative including outreach and audience development.
- Coordinate online webinars, hybrid events and in-person events; support marketing team in creation of publications, outreach materials, web page content and social media campaigns.
- Prepare budget workbooks, manage expenses, and prepare expense reports.
- Work with Development on financial reports and ensure that deadlines to funders and co-organizers are met.
- Support the preparation of Annual Report materials.
- Edit, write and translate Women's Initiative-related Japanese language materials.
- Research and report on news alerts in the US and Japan on issues relevant to the women's initiative.
- Oversee the maintenance of Women's Initiative database.
- Work with Program Office to design and implement content relevant to women's initiative.
- Conduct regular interviews, needs assessment, and evaluation reports to capture participants' interests in programming to ensure relevant content.

QUALIFICATIONS:

- Understanding of contemporary Japanese society, politics and culture and U.S.-Japan relations.
- Interest in how women of multiple backgrounds are affected by global affairs/international relations/trends/technology.
- Fluent in written and spoken Japanese; Superior communication skills in English.
- Superior organizational skills, including ability to keep track of many details at once.



- Ability to multitask and work with a variety of people on different projects.
- Superior communication skills.
- Good relationship building/people skills.
- A self-starter.
- Preferred knowledge of Microsoft Office suite, databases (Raiser's Edge, Convio), Content Management System (joomla and Thirdwave), Blog (Wordpress) and Social Networking Tools (Facebook, Twitter).
- BA degree or higher.

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