



Program Officer, Business & Policy

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, Business & Policy will work with the Senior Director in conceiving, planning and implementing programs. He/she will also edit program materials in Japanese and assist in program execution, research, program outreach activities, and interact with leaders and distinguished speakers in the academic and business community, as well as thousands of Corporate Members. He/she will also manage administrative and logistical tasks.

Essential duties and responsibilities include the following. Other duties may be assigned.

Business & Policy Program

- Develop and write proposals for grants and government funding in Japanese to obtain financial support for B&P events.
- English to Japanese translation of various documents as needed.
- Develop and implement timely and relevant public and private events targeted at the business and policy communities.
- Coordinate with building staff for live events.
- Liaise with collaborating organizations on program content and logistics.
- Conduct relevant bilingual research on event topics, potential speakers, companies, and industry sectors.
- Coordinate with Communications team on media outreach and online presence.
- Handle program registrations, payments and refunds.
- Create program materials, such as guest lists, name badges, handouts, etc.
- Foster and strengthen professional networks that enable Business & Policy to realize results.
- Facilitate travel and logistics for speakers, including hotel, audio/visuals, translations, and book sales.
- Maintain and update constituent records in fundraising database.
- Organize files on programs and speakers, update biographical files, photographs and institutional information.
- Prepare expense and statistical reports, and handle other administrative duties.
- Train and supervise interns (when necessary).

Exclusive Corporate Engagement

- Assist all aspects of planning, developing, and managing major private events with corporate constituents



- Coordinate with Corporate Development, House Operations, Building Services, and Media & Marketing for successful execution of events.
- Stay up to date on the latest corporate news, trends, and changes.
- Assist with preparing agenda and presentation content for internal and external meetings.
- Coordinate invitation emails to private events, such as managing invitee list, working with Database Administrator, facilitating mailings, and responding to inquiries as needed.
- Oversee collecting RSVPs for private events, and update and circulate RSVP lists regularly.
- Ensure speakers and invitees are provided with excellent customer service through all phases of event planning and execution.
- Provide onsite and online support (if virtual event) during events.
- Support post-event activities (thank you letters, event video, final participant list, etc.)
- Assist with financial reconciliation of events with the Senior Director and finance department.

QUALIFICATIONS:

- Bachelor's degree and a minimum of five years related experience
- Excellent verbal and written communication skills in English
- Native level Japanese language proficiency
- Knowledge of international business and politics
- Proficiency in Microsoft office suite, online research and database management
- Superior organizational skills with ability to multi-task and work in a fast-paced environment
- Strong interpersonal skills, ability to work independently and in a team
- Availability to work occasional evening and weekend hours as needed

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