



Position Title: Program Assistant (12-months Contract)
Position Location: Washington, DC
Reports To: Associate Program Officer, Director for Education
Professional Level: 2-3 years of experience

Position Summary:

Sasakawa Peace Foundation USA (Sasakawa USA) is a 501(c)3 non-profit, non-partisan institution devoted to research, analysis, and better understanding of the U.S.-Japan relationship. Research programs focus on security, diplomacy, economics, business, trade, technology, and other matters of common concern. Education programs facilitate people-to-people exchange and dialogue on these issues with American and Japanese policymakers, influential citizens, and the broader public.

Sasakawa USA seeks an enthusiastic and experienced Program Assistant for the Education Program. This opportunity begins as a temporary employment under a 12-months contract, with an opportunity to be considered for a full-time position after the contract period. The Program Assistant is expected to commit for a minimum of 20 hours per week to provide programmatic and administrative support to the Associate Program Officer in all program functions, including preparation and evaluation of program proposals, event planning, execution and follow-up, and internal and external coordination and communications.

The Program Assistant works as a member of the Education team led by the Director for Education, and is part of the broader Programs team led by the CEO. S/he is expected to work in close coordination with the Research Program as well as the Communications and the Finance & Administration staff.

Requirements:

- Bachelor's degree in relevant field (Japanese Studies, International Relations, History, Political Science, or area studies relevant to Japan and Asia)
- Strong written and oral communications skills
- Proficiency in written and oral Japanese
- Knowledge of and demonstrated interest in U.S.-Japan relations
- Attention to detail and ability to multi-task
- Excellent interpersonal skills
- Demonstrated ability to work in a team
- Proficiency in Microsoft Office
- Authorization to work in the U.S. (non-US citizens must possess work authorization that does not require employer sponsorship for a visa)

Preferred Skills:

- Administrative support experience
- Experience in non-profit programs and event planning
- Experience with mass email marketing systems (Constant Contact, MailChimp, etc.)
- Native/advanced proficiency in written and oral Japanese

Responsibilities:

- Provide administrative and programmatic support as directed by the Associate Program Officer
- Help organize and take the lead in the administrative functions of conferences, roundtables and other events on U.S.-Japan relations in and outside of Washington, D.C. Travel as needed.
- Help organize and take the lead in the administrative functions of visits to Japan by American scholars and practitioners or visits to the United States by Japanese scholars and practitioners as part of Sasakawa USA's outreach programs. Travel as needed.
- Assist in drafting Sasakawa USA's program proposals and documents
- Assist in evaluating incoming proposals and documents from external organizations
- Assist in facilitating communication with other departments, project partners and other external organizations
- Assist in formulating project budgets and tracking expenditure of funds
- Manage social media and website contents of the Education Program in coordination with Communications team
- Assist in developing new projects and events for the Education Program through research on potential speakers and topics
- Research information as requested by the senior members of the Program team on current developments in U.S.-Japan relations and Sasakawa USA research areas
- Assist in selecting and supervising program interns

Compensation:

- The contract fee will be paid on a monthly basis for a minimum weekly work hours of 20 hours/week. Longer weekly work hours will be required during busy seasons such as fall and winter. The monthly contract fee is negotiable based on experience.
- Normal office hours are Monday – Friday, 9:00 am – 5:00 pm with flexibility on start and end time, with occasional weekday evening events. Additional work hours are paid on an hourly basis.

To Apply:

To apply, please send resume, one page writing sample, and cover letter to Ms. Joy Champaloux at jchampaloux@spfusa.org by April 28, 2017.

Cover letter should detail your interest in Sasakawa Peace Foundation USA, how your past experience relates to the above responsibilities, and your available start date. Include your name and the title "Program Assistant" in the subject line. All attachments should be labelled "First Name Last Name_Document Title" (e.g. Jane Doe_Resume). Only applicants who are selected for interviews will be notified within two weeks after the deadline.