



**Position Title:** Program Assistant (part-time, independent contractor)  
**Position Location:** Washington, DC  
**Reports To:** Director, Japan-U.S. Military Program  
**Professional Level:** 0-3 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 Program Assistant to join the Japan-U.S. Military Program (JUMP) team to strengthen U.S.-Japan relations. JUMP is a membership program connecting past and present U.S. military service members, families, and government civilians who have served in Japan. Through social networks and events, JUMP builds relationships and provides opportunities for members to engage with each other. The program provides a powerful foundation for sustaining the solid alliance and relationship that exists between the United States and Japan. For more information about JUMP, please visit: <https://www.jumprogram.org/>.

This opportunity begins as a six-month, part-time, independent contractor position without benefits. At the conclusion of the contract term, which will end on September 30, 2019, there will be an opportunity to be considered for a full- or part-time employment with benefits, contingent on funding. The Program Assistant will provide logistical and administrative support to the JUMP Director on all program functions, including: event planning and execution; budget management and tracking; internal and external coordination and communications; and preparation of outgoing grant proposals and reports as well as evaluation of incoming grant proposals and reports.

The Program Assistant is part of the broader Sasakawa USA team led by the CEO. In particular, the Program Assistant is expected to work in close coordination with the Communications team to maintain an active social media presence and an updated JUMP website, as well as with the Finance & Administration staff to monitor the program budget.

**Requirements:**

- Interest/familiarity with Japan and U.S.-Japan relations
- Excellent interpersonal skills

- Event planning experience
- Project and budget management experience
- Expense tracking experience
- Administrative support experience
- Strong written and oral communications skills
- Attention to detail and ability to multi-task
- 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)
- Willingness to travel domestically 3 to 4 times per year to help with JUMP events

**Preferred Skills:**

- Bachelor's degree in relevant field (Japanese Studies, International Relations, History, Political Science, or area studies relevant to Japan and Asia)
- Experience as a military service member or family member
- Experience living in Japan
- Knowledge of Japanese culture and language
- Experience with social media (Twitter, Facebook, LinkedIn, etc.)
- Experience with mass email marketing systems (Constant Contact, MailChimp, etc.)

**Responsibilities:**

- Assist the JUMP Director in the planning and execution of JUMP events in Washington, D.C. and elsewhere in the United States and Japan.
- Submit expense reports for all JUMP expenditures and manage/track the JUMP budget
- Oversee activities conducted by JUMP grantees; conduct domestic and international travel to help organize and monitor events executed by grantees, if required
- Monitor JUMP social media and website content and coordinate with the Communications Manager to provide updates
- Maintain and update the JUMP contact database

**Compensation:**

The position will be paid on an hourly basis for a minimum pay of \$20/hour and expected to work 20 to 34 hours/week. The schedule is flexible, and the hourly compensation is negotiable based on the candidate's experience.

**Expected Start Date:** As early as February 1st.

**To Apply:**

To apply, please send resume and cover letter to Mr. Chris Rodeman at <mailto:crodeman@spfusa.org>. The application deadline is **January 15**, and only applicants who are selected for interviews will be notified.

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 "JUMP Program Assistant" in the subject line. All attachments should be labelled "First Name Last Name\_Document Title" (e.g. Jane Doe\_Resume).

References will be requested for those selected for interviews.