



## THE JAPAN-AMERICA SOCIETY OF PENNSYLVANIA

Position Opening: Part-time (ca. 25 hrs/week)  
TRIAJE Educational Outreach Coordinator

The Japan-America Society of Pennsylvania is a 501 (c)(3) non-profit organization dedicated to promoting greater understanding of Japan and Japanese culture and to strengthening understanding between the people of Japan and the US. The Society has received a three year capacity building grant from the Japan Foundation to coordinate and strengthen our many educational efforts under one umbrella. The TRIAJE (Three Rivers Initiative About Japanese Education) Educational Outreach Coordinator would focus on overseeing three ongoing programs:

(1) Japan in the Schools, (2) The Japanese Speech and Language Contest and (3) The Keizai Koho Fellowship Program. The position requires Japanese fluency.

**The part-time position is available immediately and the hours are flexible. The following is a general description of the position.**

### **(1) Japan in the Schools**

The Coordinator's primary responsibility will be to assist responsible school liaisons and Japan in the Schools volunteers as they give presentations about Japanese life and culture at local elementary, middle and high schools. An important part of this job will be to identify successful outreach efforts and to creatively brainstorm and work with existing volunteer team to implement new educational initiatives. He/she will also recruit new volunteers and work with all volunteers to implement other outreach activities in the community, such as activity booths at community festivals, story-telling presentations, and cultural demonstrations. Additional responsibilities include: correspondence and record-keeping related to outreach programs; volunteer coordination; event support; and communication in Japanese.

### **(2) Japanese Speech and Language Contest**

Under the guidance of the JASP Executive Director and the and the Japan Speech Contest Chairpersons, the Outreach Coordinator will work with local high school teachers to coordinate all aspects of programming for this annual contest including:

- Helping to develop questions, and secure sponsorships, donations and funding
- Overseeing administrative arrangements for the competition, recruiting volunteers to assist, and preparing the scenario for the competition
- Preparing Speech Contest's budget, monitoring income and expenses and maintaining records
- Helping to oversee event public relations and making arrangements for giveaway t-shirts, bags, trophies, etc.
- Other duties as needed

### **(3) Keizai Koho Educator Fellowship Program**

In cooperation with the National Association of Japan-America Societies, coordinate open competition process, respond to inquiries from prospective candidates, coordinate application materials, travel documents and flight arrangements with candidates and perform other duties as needed.

**Basic Requirements**

- College graduate
- Excellent administrative and time management skills
- Ability to work well in a team setting
- An effective and polite approach and attitude in dealing with the public
- Excellent communications skills, both written and spoken, in English and in Japanese
- Basic office and computer skills.
- Eligibility to work in the United States

**Application Procedures**

To learn about salary and benefits interested individuals should email a cover letter, resume, and the names of two references (with contact information) to Wendy Bennett, Executive Director, Japan-America Society of Pennsylvania. Contact: [wbennett@us-japan.org](mailto:wbennett@us-japan.org) 412.433.5022