

JOB POSTING

THE JAPAN FOUNDATION, TORONTO

Program Officer, Japanese Studies & Intellectual Exchange (Pregnancy & Parental Leave Contract)

Application Deadline: Sunday, May 31st, 2015

Start Date: July 2015

The Japan Foundation is an organization promoting cultural exchange between Japan and other countries in order to advance international mutual understanding. The Japan Foundation, Toronto (JFT) is one of 22 overseas offices, offering programs grouped under three main areas: Japanese Language Education, Japanese Studies and Intellectual Exchange, and Arts and Cultural Exchange.

This job posting is for a full-time Program Officer position for pregnancy & parental leave coverage. This position is responsible for the administration of Japanese Studies & Intellectual Exchange programs including researching, planning, execution and reporting in grants and other activities. It also has designated responsibilities in the areas of general office administration, human resources, communications and other programmatic and administrative needs.

RESPONSIBILITIES

The Program Officer will be engaged in the following tasks under the supervision and instruction of the Directors, and in cooperation with other staff at JFT.

- Japanese Studies and Intellectual Exchange program administration
- Management of Japanese Studies & Intellectual Exchange-related events: initiation, organization, implementation and reporting
- Managing the annual budget for Japanese Studies & Intellectual Exchange projects
- Management of relationship and negotiation of contracts with vendors and suppliers
- Office and facility maintenance and management
- Coordinating the hiring process for new employees and other HR-related tasks
- Correspondence and speech writing for Directors
- Attending Japanese Studies-related conferences and events across Canada
- Maintaining and developing a network of Japanese Studies scholars across Canada
- Accurate and timely reporting on results of events and grant programs
- Other tasks as required by the Directors

REQUIRED QUALIFICATIONS

- Bachelor's degree or higher
- English language skills: Superior English language skills in both written and oral communication
- Demonstrated interest in Japanese culture, preferably with a background in Japanese Studies
- Financial administration and accounting experience, particularly in managing budgets
- Ability to conduct research efficiently and prepare detailed briefings
- Ability to work as part of a team and to participate as appropriate in administrative tasks
- Strong organizational and time management skills
- Strong interpersonal and communication skills
- Ability to travel for business and flexibility to work evenings and weekends, as required
- Applicant must have legal status to work in Canada

DESIRABLE QUALIFICATIONS

- Non-profit sector work experience
- Experience working in a Japanese organization
- Knowledge of Japanese language is not obligatory but welcome
- Experience in PR management for events
- Human Resources knowledge and experience
- Strong computer skills are highly beneficial

EMPLOYER INFORMATION

The Japan Foundation established a Toronto Office in November 1990, and its status was upgraded to that of a Cultural Centre in April 1995. To accommodate the expanded operations, a facility was established in the Colonnade at 131 Bloor Street West. As of September 1, 2015 the Japan Foundation, Toronto will move to 2 Bloor Street East at the intersection of Yonge and Bloor.

The Japan Foundation, Toronto houses a library, seminar rooms and an event hall, which functions as an exhibition space or auditorium. The public-lending library has approximately 23,000 Japan-related print and audio-visual materials in its collection. Events, such as art exhibitions, film screenings and lectures, are presented year round.

The Japan Foundation, Toronto activities cover not only activities held in our centre but those inside Toronto and all across Canada. A large portion of The Japan Foundation, Toronto activities also involve the administration of its grant programs.

For more information, visit our website: www.jftor.org

APPLICATION PROCESS

Interested applicants are asked to submit their resume and cover letter to Suzanne Pragg at spragg@jftor.org by **midnight on Sunday, May 31st, 2015**. Please quote "Program Officer (JSIE, Parental Leave Coverage)" in the subject heading of your email.

*We thank all applicants for their interest in The Japan Foundation, Toronto,
however, only those selected for an interview will be contacted.*