



Education Officer

Join our team at this exciting time as our new President and CEO reintroduces Japan Society for the global era during the institution's second century as we deepen the bridge-building between the people of the United States and Japan by highlighting Japan's history and its current role as an international trendsetter in the arts and technology. The Education Officer, working with the Director and staff of the Department of Education and Family Programs, will conceptualize, plan, and implement dynamic programs for children, families, young adults and others, with a primary focus on programming for K-12 students and schools. The Education Officer will also collaborate with other Japan Society programs to create institution-wide, innovative and multidisciplinary programs. This position requires an innovative thinker, a can-do attitude, an entrepreneurial spirit, meticulous organization, and excellent communication skills in order to initiate and execute high-quality education programs. The Education Officer will report to the Director of Education and Family Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conceptualize, develop, plan and implement programs aimed at students in kindergarten through high school attending public and private schools in New York City and nationally. Collaborate in developing joint programming with Japan Society's Gallery, Film, and other departments;
- Work with the Education Director to coordinate Japan Society's high school leadership student exchange program. Once onsite programs become possible, responsibilities will include coordinating program components and chaperoning of high school-aged students from both the United States and Japan participating in this travel-study program (domestic travel involved);
- Assist with other departmental programs, such as family and teacher training programs, in a collaborative effort with the Education & Family Programs team.
- Work with Media & Marketing, Finance, Rentals, and Maintenance on program logistics, and implementation. Participate in fundraising, promotion, and social media to ensure broad audience development.

QUALIFICATIONS:

- B.A./B.S. in Japanese or Asian studies, education, international education or related field. Master's degree preferred, but not required;
- Strong knowledge and interest in Japanese history and culture; Living and/or work experience in Japan preferred;
- Business-level proficiency English (speaking, writing, and reading) required; Japanese language skills preferred;
- 3-5+ years of work experience in international education, K-12 education, and/or Japan-US relations; Knowledge of New York City public and private schools a plus;
- Must be highly motivated, a creative thinker and an independent worker who enjoys collaborating with like-minded colleagues;
- Detail-oriented and highly organized;



- Must possess excellent written and verbal communication skills;
- Demonstrated ability to multitask in a fast-paced work environment;
- Strong computer proficiency, especially in MS Office social media and related software;
- Flexible schedule to accommodate weekend and overnight hours during student exchange program (for future onsite programs);
- Must possess a valid driver's license.

To Apply: All applicants must email their resume and a cover letter to the Director of Human Resources at jobs@japansociety.org. **Resumes submitted without a cover letter will not be considered.**

Founded in 1907, **Japan Society** in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. *For more information, visit our website <http://www.japansociety.org>.*

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.