

The Yokosuka Council on Asia-Pacific Studies (YCAPS) is a non-profit organization that enables professional growth and fosters grassroots connections with world-class expertise. We are seeking two or three paid Program Officers to support us as we expand our activities. Jobs will be scoped to the best candidates' availability to ensure the success of the *Getting to Know Japan* and *Community Conversations* seminar series.

Please review the job postings carefully and send inquiries to info@ycaps.org. It is possible to apply for multiple positions with a single application letter.

Director, Getting to Know Japan Webinar Series, Yokosuka Council on Asia-Pacific Studies (YCAPS)

Job Summary

This is a full-time or part-time position working as a **Director, Getting to Know Japan Webinar Series** YCAPS.

The Getting to Know Japan webinar series program manager/director will lead this vibrant education initiative during its second year. We seek an innovative, hands-on leader ready to take initiative and reliably deliver world-class events. Responsibilities will include working independently and as part of a team to develop, promote, recruit participants, and fulfil reporting requirements for programs aligned with YCAPS' mission. This position will require extensive coordination with YCAPS staff members (including volunteers located across the Indo-Pacific), program sponsors, and cohorts of program participants throughout Japan.

The program manager's responsibilities will focus on the development and delivery of YCAPS' "Getting to Know Japan" webinar series. This weekly webinar series is specifically designed to assist the approximately 110,000 Americans living in Japan as a part of the U.S. military presence to learn about and gain greater appreciation for Japan's culture and society. The webinars adopt a community-based approach to learning that empowers grassroots relationships with world-class expertise. Globally recognized specialists will deliver lessons on introductory-level topics related to Japanese culture in a format specifically tailored to the needs of these Americans stationed in Japan. The program manager will also be required to ensure this program is administered in a manner that is synchronized with and mutually beneficial to other YCAPS programs.

Candidates should have at least a bachelor's degree and related work experience. Competitive candidates will have experience developing and implementing programs with foundations and corporations, including managing program budgets and fulfilling grantor/donor reporting requirements.

Employees must be ready to work remotely and manage their own schedule. Candidates do not have to be physically present in Japan, but they must be available to support webinars in Japanese mornings (9 AM-12 PM) and early evenings (6 PM-9 PM).

Candidates must hold the following qualifications:

- Genuine drive to improve American understandings of Japan. Enthusiasm for the YCAPS mission and the "Getting to Know Japan" webinar series.
- The maturity and self-discipline to work independently to develop and execute programming while supporting and coordinating with the larger YCAPS team.

- Experience in work related to managing non-profit activities, adult education, training and/or professional development.
- Excellent written and verbal communication skills.
- Superior interpersonal skills
- Bachelor's degree
- Comfort with the speaking roles and technology involved with delivering webinars.
- A desire to grow with a dynamic organization.

Ideal candidates will also hold many of the following attributes:

- Master's degree in Asian/Japanese studies, communications, education, or a related field.
- Be a SOFA-sponsored individual in Japan or be personally familiar with the experiences of military services members, DoD civilians, and SOFA-sponsored family members while stationed in Japan.
- Experience moderating online education and/or training.
- An established network of experts in Japanese culture and society.
- Demonstrated ability to network and build external relationships.
- Knowledge of Japanese business etiquette, language, customs and culture, and international issues; experience working with Japanese-style organizations and colleagues in a Japanese business setting is essential.
- Experience developing social media campaigns.
- Experience in budgetary management.
- Japanese language skills.

Details

- Commitment: 25-40 hours per week (negotiable depending on the candidate); flexible schedule
- Holidays: All US and Japanese official holidays.
- Salary: As negotiated.
- Period of employment: 12 months. April 2022-March 2023. The position may be renewed if program funding extends beyond March 2023.
- Work location: Employee will be required to provide their own workspace conducive to productive web-based work that includes scheduled voice and video calls. Webinars must be delivered in a professional manner free of external distractions. Equipment to deliver webinars will be provided by YCAPS.
- Residency requirement: Individuals in Japan should have legal status to work or be prepared to work full time so that YCAPS can sponsor the appropriate visa. Individuals outside Japan must have the appropriate privileges to work from their location.

To Apply

- Send a resume and cover letter to info@ycaps.org.
- We plan to accept applications for this job until filled. We will contact qualified individuals for video interviews and conduct them on a rolling basis. Only successful candidates will be contacted
- YCAPS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

For more information about YCAPS and our mission, see www.ycaps.org

Director, Community Conversations Seminar Series, Yokosuka Council on Asia-Pacific Studies (YCAPS)

The Yokosuka Council on Asia-Pacific Studies (YCAPS) is a non-profit organization that enables Professional Development among those connected with the US-Japan Alliance and fosters grassroots connections with world-class expertise. We are seeking a full or part-time Program Officer to support us as we expand our activities.

Job Summary

This is a full-time or part-time position working as a **Director, Community Conversations Seminar Series** YCAPS.

This is a new position. The **Director, Community Conversations Seminar Series** will collaborate with an active and dedicated team of YCAPS employees and volunteers located across the Pacific. We seek an innovative, hands-on, self-starter ready to take initiative and reliably deliver world-class events. Responsibilities will include working independently and as part of the team to develop, promote, recruit participants, and fulfil reporting requirements for programs aligned with the YCAPS' mission.

The Program Officer/Director's main responsibility will be the development and delivery of YCAPS' in-person "Community Conversations" seminar series. This 2-year seminar series will help US service members and their families learn about the importance of the US-Japan Alliance and the relevant socio-strategic issues currently facing Japan. The series will begin in early 2022 with quarterly seminars in each of the following six communities: Misawa, Aomori; Fussa, Tokyo; Yokosuka, Kanagawa; Iwakuni, Yamaguchi; Sasebo, Nagasaki and Ginowan, Okinawa. Although these seminars are in-person events, the program officer should be prepared to lead online seminars when necessary due to public health and other concerns

The seminars will adopt a community-based approach to learning that empowers grassroots relationships with world-class expertise. The Director will be the first point of contact for the seminar speakers and participants. They will schedule, plan, and promote events and travel to personally host the seminars. They will ensure that this program is administered in a manner that is synchronized with and mutually beneficial to other YCAPS programs. They will work directly with the YCAPS Executive Director and the "Community Conversations Seminar Series" Assistant Program Officer.

Knowledge, Skills and Experience Required

Candidates should have at least a bachelor's degree and relevant experience. Competitive candidates will have experience developing and implementing programs with foundations, corporations, or non-profits as a staff or volunteer, including managing program budgets and fulfilling grantor/donor reporting requirements.

Employees must be ready to work remotely and manage their own flexitime schedule. Candidates must be physically in Japan and be available to travel to communities throughout the nation. YCAPS may be able to sponsor the appropriate visa for candidates already in Japan wishing to work full-time.

Candidates must hold the following qualifications:

- Genuine drive to improve American understandings of Japan. Enthusiasm for the YCAPS mission and the "Community Conversations" webinar series

- The maturity and self-discipline to work independently to develop and execute programming while supporting and coordinating with the larger YCAPS team
- Experience related to managing non-profit activities, adult education, training and/or professional development
- Excellent written and verbal communication skills
- Superior interpersonal skills
- Comfort with the speaking roles involved with delivering seminars, moderating discussions, and hosting social events
- A desire to grow with a dynamic organization

Ideal candidates will also hold many of the following attributes:

- A master's (preferred) or bachelor's degree in Asian/Japanese studies, communications, education, security studies, or a related field
- Be a SOFA-sponsored individual in Japan or be personally familiar with the experiences of military services members, Department of Defense civilians, and SOFA-sponsored family members while stationed in Japan
- Experience leading a team
- Experience managing volunteers
- Experience moderating education and/or training
- Experience developing social media campaigns
- An established network of experts in Japanese security, politics, and society
- Demonstrated ability to network and build external relationships
- Knowledge of Japanese business etiquette, language, customs and culture, and international issues
- Experience working with Japanese-style organizations and colleagues in a Japanese business setting
- Experience in budgetary management
- Japanese language skills

Details:

- Commitment: 20-40 hours per week (negotiable depending on the candidate); flexible schedule
- Holidays: All US and Japanese official holidays
- Salary: To be negotiated based on hours and experience
- Period of employment: To be negotiated.
- Work location: Employee will be required to provide their own workspace conducive to productive web-based work that includes scheduled voice and video calls
- Residency requirement: The employment must live in Japan At the current time, due to Japanese entry restrictions, we will accept applications from individuals who are not Japanese citizens, residents, or SOFA-sponsored. YCAPS can sponsor a work visa for foreigners already in Japan who accept full-time employment with YCAPS.

To Apply:

- Send a resume and cover letter to info@ycaps.org.
- We plan to accept applications for this job until filled. We will contact qualified individuals for web-enabled video interviews and conduct the interviews from mid-January and on a rolling basis. Only successful candidates will be contacted.
- YCAPS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual

orientation, gender identity or expression, or any other characteristic protected by national, federal, state, prefectural, or local laws.

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Assistant Program Officer, Yokosuka Council on Asia-Pacific Studies (YCAPS)

The Yokosuka Council on Asia-Pacific Studies (YCAPS) is a non-profit organization that enables Professional Development among those connected with the US-Japan Alliance and fosters grassroots connections with world-class expertise. We are seeking a part-time program assistant to support us as we expand our activities.

Job Summary

This is a part-time position working as an Assistant Program Officer with YCAPS.

This is a new position. The Assistant Program Officer will collaborate with an active and dedicated team of YCAPS employees and volunteers located across the Pacific. We seek an innovative, hands-on self-starter ready to take initiative and reliably deliver world-class events. Responsibilities will include working independently and as part of the team to develop, promote, recruit participants for, and fulfil reporting requirements for programs aligned with the YCAPS' mission. This position will require extensive coordination with YCAPS volunteers located across the Indo-Pacific, sponsors, and cohorts of program participants throughout Japan.

The Assistant Program Officer's main responsibility will be to support the development and delivery of YCAPS' new "Community Conversations" seminar series. This 2-year seminar series will help US service members and their families learn about the importance of the US-Japan alliance and the relevant socio-strategic issues currently facing Japan from the perspective of Japanese experts. The series will be implemented over 24 months with quarterly seminars in each of the following six communities: Misawa, Aomori; Fussa, Tokyo; Yokosuka, Kanagawa; Iwakuni, Yamaguchi; Sasebo, Nagasaki; and Ginowan, Okinawa.

The seminars will adopt a community-based approach to learning that empowers grassroots relationships with world-class expertise. They will schedule, plan and promote events. They may periodically travel to personally host the seminars. They will ensure that this program is administered in a manner that is synchronized with and mutually beneficial to other YCAPS programs. They will work directly with the YCAPS Executive Director and the "Community Conversations" Director.

Knowledge, Skills and Experience Required

Candidates should have at least a bachelor's degree and relevant experience. Competitive candidates will have experience developing and implementing programs with foundations, corporations, or non-profits as staff or a volunteer, including managing program budgets and fulfilling grantor/donor reporting requirements.

Employees must be ready to work remotely and manage their own flextime schedule. Candidates do not necessarily need to be in Japan, though it would be preferable must be physically in Japan and be available to travel to communities throughout the nation. YCAPS may be able to sponsor the appropriate visa for candidates already in Japan wishing to work full-time.

Candidates must hold the following qualifications:

- Genuine drive to improve American understandings of Japan. Enthusiasm for the YCAPS mission and the "Community Conversations" seminar series.

- The maturity and self-discipline to work relatively independently to develop and execute programming while supporting and coordinating with the larger YCAPS team
- Strong written and verbal communication skills
- Strong interpersonal skills
- A desire to grow with a dynamic organization

Ideal candidates will also hold many of the following attributes:

- Be physically located in Japan
- Experience related to managing non-profit activities, adult education, training and/or professional development
- A bachelor's degree in Asian/Japanese studies, communications, education, security studies, or a related field
- Be a SOFA-sponsored individual in Japan or be personally familiar with the experiences of military service members, Department of Defense civilians, and SOFA-sponsored family members while stationed in Japan
- Experience leading a team
- Experience working with volunteers
- Experience moderating education and/or training
- Experience developing social media campaigns
- An established network of experts in Japanese culture and society
- Demonstrated ability to network and build external relationships
- Knowledge of Japanese business etiquette, language, customs and culture, and international issues
- Experience working with Japanese-style organizations and colleagues in a Japanese business setting is essential
- Experience in budgetary management
- Japanese language skills

Details:

- Commitment: 20-40 hours per week (negotiable depending on the candidate); flexible schedule
- Holidays: All US and Japanese official holidays
- Salary: As negotiated based on experience and commitment
- Period of employment: To be negotiated.
- Work location: Employee will be required to provide their own workspace conducive to productive web-based work that includes scheduled voice and video calls.
- Residency requirement: Individuals in Japan should have legal status to work or be prepared to work full time so that YCAPS can sponsor the appropriate visa. Individuals outside Japan must have the appropriate privileges to so work from their location.

To Apply

- Send a resume and cover letter to info@ycaps.org.
- We plan to accept applications for this job until filled. We will contact qualified individuals for web-enabled video interviews and conduct the interviews on a rolling basis. Only successful candidates will be contacted
- YCAPS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual

orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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