

Program Manager, 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 manager to support us as we expand our activities.

Job Summary

This is a part-time (25 hours/week) position working as a program manager with YCAPS.

This is a new position and the program manager will be YCAPS' first paid employee. The program manager will collaborate with an active and dedicated team of YCAPS 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 program manager's main responsibility will be the development and delivery of YCAPS' new "Getting to Know Japan" webinar series. This weekly webinar series will be 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 will 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 be the first point of contact for the webinar speakers and participants. They will run and host the online events. They will ensure that this program is administered in a manner that is synchronized with and mutually beneficial to other YCAPS programs.

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 as a volunteer, 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). Legal status to work part-time in either the United States or Japan is required.

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 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 and technology involved with delivering webinars.
- 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, 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.
- 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: 25 hours per week. Flexible schedule.
- Holidays: All US and Japanese official holidays.
- Salary: US\$30,000 or as negotiated.
- Period of employment: 12 months. April 2021-March 2022. The position may be renewed if program funding extends beyond March 2022.
- 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.

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.

- 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