



THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

Position: Language School Coordinator
Term: Part-time, individual contractor
Work hours: 15 hours a week
Salary: \$1,235/month
Place of Work: Japan-America Society of Washington DC Office, with flexible telework policy

Overview

Japan-America Society of Washington DC (JASWDC) is uniquely situated to pursue its mission of promoting friendship and understanding between people the United States and Japan. Drawing on the unique resources of the nation's capital and the Society's long history, JASWDC offers diverse programming that spans the educational, cultural, business, and policy spheres. JASWDC produces over 80 cultural and educational programs each year and has the longest-standing Japanese language school in the National Capital Region. For more than 60 years, JASWDC has been the organizer and presenter of the Sakura Matsuri – Japanese Street Festival – the largest Japanese Street Festival in the United States. JASWDC is also home of the National Japan Bowl Japanese language & culture competition, as well as JASWDC's annual US-Japan Capital Gala.

JASWDC seeks a dynamic individual who will serve as coordinator for the Japanese Language School, and who can lead and support various other Society endeavors.

Roles and Responsibilities

Japanese Language School

Under the guidance of Executive Director, the individual will work closely with the Administrative Manager to manage the Japanese Language School, ensuring the quality and competitiveness of the school, creating strategies for growth, and serving as the primary contact for the school's contracted instructors and students.

Specific duties include:

- Work closely with up to 25 contracted language school instructors in order to help them provide effective and appealing language courses to the community throughout the year.
- Serve as a point of contact for both teachers and students and provide any assistance if needed.
- Create each semester's teaching schedule based on demand from students and availability of teachers.
- Update class catalog and the online registration site each semester.
- Work with the Administrative Manager to manage student registration and payments.
- Work with the Communications Manager to advertise the school's registration on the website and through the newsletter.
- Conduct student surveys to ensure the quality of the school.

- Arrange the instructors' meetings to learn their needs and provide teaching resources.
- Provide guidance to students and prospective students on course registration.
- Research language school industry trends and make recommendations aimed at ensuring quality and competitiveness of the Japanese Language School.
- Troubleshoot any problems that occur during the semester.
- Prepare materials for the Director of Programs.

General Program Management and Support

- Support Society activities on case-by-case basis.

Candidate Qualifications

All candidates are expected to have:

- Bachelor's or vocational degree.
- Strong Japanese speaking and writing ability (N1 and above).
- Proficiency with Microsoft Office Suite and ability to adapt to various software platforms.
- Experience using Microsoft Windows and its following functions:
Word - document creation, font change and layout, graph creation, understanding of "track-changes" function
- Experience using Microsoft Excel to create simple table and graphs, use functions such as VLOOKUP, IF, COUNTA function, ability to conduct data entry
- PowerPoint - can create a simple chart within the program
- Ability to work effectively with coworkers and other program stakeholders
- Excellent organizational and communication skills
- The capability to write business letters/emails with proper etiquette
- Ability to multitask while on a deadline
- Strong written and oral communications skills with outstanding attention to detail
- Exemplary organizational abilities including planning, delegating, program development, and task facilitation
- Ability to work independently and take initiatives with limited instruction and oversight
- Willingness to work outside of the constraints of a standard work week (particularly during periods of intense program planning and preparation), including weekends and before or after scheduled hours
- Familiarity with Japanese language and culture

Desired qualities also include:

- Management experience in academic setting, including coordinating curriculum design and teaching method

Application Instructions

Interested candidates should send a resume and cover letter to language@jaswdc.org, with "Japanese Language School Coordinator" in the subject line. Deadline for submitting applications is Friday, June 28, 2024, but applications will be considered on a rolling basis, and the position will be filled as soon as possible.