



# THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

**Position:** Japan Bowl Assistant

**Terms:** Seasonal Contract, November 1, 2024, and April 15, 2025

**Hours of Work:** 9:30 am-5:30 pm Monday through Friday, some evening work

**Place of Work:** Mostly remote, with some work taking place at the Japan-America Society of Washington DC Office

## **Overview**

The Japan-America Society of Washington DC has a special responsibility to help the next generation learn about Japan as a country—its language, history, culture, and its relationship with the United States. For over 30 years, JASWDC has been holding the National Japan Bowl, an academic competition that tests the achievements of high school students who are studying Japanese language and culture. Every year over 200 students and 30 teachers from across the United States participate in the Japan Bowl.

## **Roles and Responsibilities**

Work at the direction of the Japan Bowl Team to ensure all aspects of the two-day event are managed. Be familiar with all areas of the event and provide support to the Japan Bowl team and volunteers as needed.

### **Registration Management/Communications with Participating Schools**

- Manage the Japan Bowl registration process: review applications, confirm student eligibility, collect documents, etc.
- Prepare participant lists, and school packets.
- Assist in preparing the survey and collect survey data from students and teachers.

### **Question preparation**

- Lead meetings and work together with the Japan Bowl Council to prepare 300 questions and their corresponding PowerPoints.
- Crosscheck PowerPoints, questions, answer sheets, and answer keys to ensure consistency.

### **Volunteer/Presenter Management**

- Recruit, train, and help volunteers to effectively execute their responsibilities
- Assist in coordinating with workshop volunteers on their set-up needs/schedule

### **Others (General Program Support)**

- Manage the Japan Bowl email address
- Coordinate with Communications Manager on JASWDC social media, newsletter, and website updates regarding Japan Bowl
- Assist with designing Japan Bowl merchandise and materials
- Provide logistical assistance as needed.
- Assist with outreach efforts

- Assist in day-of management of National Japan Bowl
- Work with the Japan Bowl Council, the Japan Bowl team, and volunteers to support their needs
- Work with Office Manager and rest of team to maintain attractive, professional, and mission-appropriate office environment, and provide prompt customer service by answer the door and telephone, monitoring shared email accounts, etc.

#### **National Japan Bowl Day-of**

- Keep the Japan Bowl Director fully informed of any significant issues or pertinent developments
- Maintain team focus throughout the Japan Bowl and lead and support volunteers in maintaining a pleasant environment
- Identify and solve problems where needed
- Provide logistical assistance as needed
- Take care of volunteers, Council members, and sponsors as needed, addressing any issues personally and professionally (with guidance from Japan Bowl Director as needed)
- Represent JASWDC and Japan Bowl in a positive way!

#### **Skills**

- Strong English writing skills and intermediate or better Japanese language ability (including writing)
- Word, PowerPoint, Excel, SharePoint, Slack, Zoom, Google Drive, database management
- Excellent organizational skills

#### **Ability**

- Communicate and work effectively with co-workers, Council members, and volunteers
- Complete tasks independently and in a timely manner
- Pay attention to details
- Be proactive, including willingness to assist where necessary
- Make decisions on the spot and coordinate a situation accordingly
- Function well under stress
- Manage volunteers to achieve their responsibilities in a timely manner

#### **Application Instructions**

Interested candidates should send a resume and cover letter to [japanbowl@jaswdc.org](mailto:japanbowl@jaswdc.org), with “Japan Bowl Assistant” in the subject line. Applications will be considered on a rolling basis until the position is filled.