



THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

Position:	Program and Administrative Assistant
Term:	Full time, Permanent
Regular Hours:	9AM-5:30PM M-F, Option of partial telework
Place of Work:	Japan-America Society of Washington DC Office
Starting Salary:	\$40,000

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 various cultural and educational programs each year and has the longest-standing Japanese language school in the National Capital Region. For over 60 years, JASWDC has been the organizer and presenter of the Sakura Matsuri-Japanese Street Festival – the largest Japanese Cultural Event in the United States. JASWDC is also home of the National Japan Bowl, Japanese language & culture competition, as well as JASWDC's Annual U.S.-Japan Capital Gala.

JASWDC seeks a highly motivated Program and Administrative Assistant who can provide programmatic assistance in support of the Society's programs. This position will report to the Executive Director and will also work under the direction of the Society President, and other program managers.

Roles and Responsibilities

General Administrative Assistance

- Perform administrative duties including:
 - Answering phones and checking voicemail
 - Maintaining inventory of office supplies and materials
 - Accepting package deliveries and processing incoming mail
 - Scheduling office meetings and managing AI-generated meeting minutes
- Serve as primary staff member to greet office visitors.
- Oversee the office and meeting room schedule to ensure that
 - The office is staffed constantly during regular business hours and as needed for off-hours events.
 - Meeting rooms and workspaces are coordinated in order to accommodate needs of staff and office-share partner organizations.
- Forward mail to office-share partner organizations.

Program Management and Assistance

- Maintain and update databases for corporate and individual members as well as the membership platform.
- Manage volunteer databases, including those for Sakura Matsuri Japanese Street Festival and National Japan Bowl, and assist with volunteer recruitment and training.
- Oversee JASWDC member community's cultural programs and events.
- Provide managerial assistance for the Society programs as assigned.
- Oversee and manage ad hoc programs as assigned.



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US-Japan Capital Gala Silent Auction

- Work with the President and the Gala Director to create a strategy for the Silent Auction.
- Lead effort, with creative support from other staff members, to collect auction items throughout the year.
- Manage silent auction items, in terms of organization, photography, valuation, pricing, and descriptions.
- Manage Auction virtual platform.
- Manage silent auction sales and item delivery.
- Provide Silent Auction performance analysis after the Gala.
- Provide prompt thank you messages and tax information to item donors.

Candidate Qualifications

The successful candidate will have:

- Bachelor's or vocational degree (required).
- Strong written and oral communications skills with outstanding attention to detail.
- Demonstrated experience engaging with customers/stakeholders and providing exemplary customer service.
- Proficiency in office software and scheduling tools and demonstrated ability to adapt to and embrace new and evolving software platforms.
- High attention to detail and ability to prioritize tasks effectively.
- Ability to work independently and proactively take initiatives with limited instruction and oversight
- Willingness to occasionally work outside of the constraints of a standard work week, as required, including weekends and before or after scheduled hours.
- Japanese language & cultural proficiency.
- Friendly, welcoming, and approachable manner.
- All applicants must be American citizens or have authorization to work in the United States.

Benefits

- Two weeks paid leave, plus one week of office closure during winter holidays
- Health & Dental insurance
- Retirement savings plan
- One day of telework/week
- Friendly & welcoming office environment

Application Instructions

Interested candidates should send a resume and cover letter to info@jaswdc.org, with “Program and Administrative Assistant” in the subject line. Please provide the names and contact details of three references either in your resume or on a separate sheet. The deadline for submitting applications is Friday, March 7, but applications will be considered on a rolling basis, and the position will be filled as soon as possible.