

Job Announcement

Japan Center for International Exchange USA (JCIE/USA)

Program Officer

The Japan Center for International Exchange (JCIE/USA) is seeking a full-time program officer to work closely with the executive director and other staff on general organizational operations and a range of program activities. A small, NYC-based nonprofit organization, JCIE/USA strengthens US-Japan relations by conducting exchanges for political leaders, fostering dialogue between policymakers and researchers, and building international cooperation on issues such as global health, international development, and democratic governance. Responsibilities will include:

Project Management & Support (35%)

- Help manage our work to support democratic governance in Asia, including drafting grant proposals and grant reports, preparing grant budgets and expense reports, undertaking background research, and writing English-language website content
- Assist with other research, dialogue, and exchange programs on an as-needed basis including event management, handling communications with donors, project reporting, and other tasks

Special Initiatives (25%)

- Design and coordinate special initiatives, including event planning, research, and one-time exchanges
- Oversee internal efforts to improve JCIE/USA's administrative operations, as well as joint initiatives in cooperation with our Tokyo-based sister organization

Nonprofit financial management (20%)

- Work with the executive director to formulate the annual budget and ensure that it aligns with programmatic budgets managed by other staff members
- Support preparations for annual audit

Operational Management (20%)

- Assist with overall operations of the organization
- Support general fundraising and grantwriting as needed

Preferred Attributes & Qualifications:

- 7–10 years of professional experience, preferably in the US-Asia field
- Strong writing skills
- Native-level English fluency, with Japanese language skills; some J-to-E translation experience a big plus
- Experience in working in a bicultural office environment and understanding of Japanese culture and practices preferred
- Intellectually curious and flexible, ready to roll their sleeves up to assist in ad hoc projects and able to juggle multiple tasks in a small office environment

Work permission necessary

Compensation: Commensurate with experience, competitive in the nonprofit sector

How to apply: Email a cover letter and resume to Mr. Stephen McHugh at smchugh@jcie.org.