



### Job Announcement

- Position Title:** Program & Administrative Assistant (Full-time, Non-exempt)  
**Position Location:** New York, NY  
*\*JCIE/USA employees work at the office on two predetermined days of the week and remotely on other days.*  
**Supervisor:** Executive Director  
**Professional level:** 2–3 years of experience preferred

The Program and Administrative Assistant works as part of a dynamic and productive team in New York, led by the Executive Director based in the Washington DC area. They will also work in close collaboration with JCIE/Japan staff in Tokyo, Japan, with whom we organize many joint programs. Roughly 50% of the position's time will be spent supporting the program officers in planning and executing our activities in programs on global health and human security, women's leadership, democratic governance, and congressional staff exchange. The remaining 50% will be spent assisting the Executive Director in managing office operations including finance and accounting, HR, IT, office-wide events, communications, and administrative functions.

The position is suitable for a mission-oriented recent undergraduate or an individual with a couple of years of professional experience who is looking to build professional experience in the US nonprofit sector and/or in US-Japan relations.

#### Responsibilities:

##### ***Program Support (50%):***

*Assist the Program Officers in their respective programs as assigned by the Executive Director, including:*

- Drafting, reviewing, and editing English-language content, including grant proposals, agreements, reports/articles, web and social media posts, etc.
- Keeping track of project timelines, reporting requirements, payment schedules, and deadlines
- Assisting in developing program budgets and keeping track of project budget and expenses, and submitting expense reports in a timely fashion
- Facilitating communication with partners, vendors, and speakers/participants as requested
- Providing logistical support to organize online and in-person events
- Coordinating the preparation of JCIE/USA's newsletters with input from the program staff and Executive Director, and disseminate them via Mailchimp
- Managing Mailchimp contacts and lists alongside Program Officers as requested
- Attending and taking notes at meetings with program partners and with JCIE/Japan as needed
- Attending events organized by other organizations for networking and information-gathering purposes as needed and as time permits
- Travel domestically and internationally as needed to support program execution

**Operational Support (50%):**

- General maintenance of the NY office space
- Serving as initial POC for phone calls made to JCIE/USA main phone number
- Checking and distributing incoming physical mail and packages sent to JCIE/USA and monitoring emails sent to JCIE/USA's office email addresses
- Supporting the office's finance and accounting functions, including: tracking credit card transactions, liaising with JCIE/USA's accounting firm on monthly financial reports, reviewing the Executive Director's expense reports, and managing invoice payments for rent, internet/phone, and other administrative expenses, and monitoring JCIE/USA's bank account transactions and managing wire transfers as needed under the supervision of the Executive Director
- Tracking and ordering office supplies on a regular basis
- Tracking JCIE/USA internal events and key dates
- Overseeing and managing payments for subscriptions and e-Book publications
- Serving as POC for IT support to liaise with the IT consultant and support IT updates including software management across office computers
- Assisting the Executive Director to schedule, attend, and take notes at Board meetings; prepare documents for the annual audit/financial review; and plan and execute special events such as the Executive Roundtable series

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**Qualifications:**

- Bachelor's degree from an accredited university
- Demonstrated interest in Japan, US-Japan relations, and international affairs
- Strong written and oral communications skills with native-level English fluency
- Enjoys working with numbers
- Highly organized and excels at attention to detail
- Flexibility to manage multiple tasks simultaneously and willingness to proactively seek new assignments
- Ability to work with multiple deadlines and set priorities in a fast-paced environment
- Strong interpersonal skills and cultural sensitivities, with demonstrated ability to work in a small team
- Proficiency in Microsoft Office and Google platforms
- Ability to travel as needed to support program events and activities
- Authorization to work in the US (JCIE/USA is unable to provide employer sponsorship for a visa)

**Preferred Skills and Experience:**

- Academic background in a relevant field (e.g. Japan/East Asia Studies, Int'l Relations, Public Policy)
- Proficiency in written and oral Japanese (J-E translation experience a big plus)
- Advanced knowledge on Excel functions
- A couple of years of internship or work experience in a relevant field

- Experience in online and in-person event planning
- Experience with accounting and bill payment software (e.g., Quickbooks, bill.com, etc.)
- Experience with mass email marketing systems (e.g., MailChimp)
- Proficiency in popular social media tools and website management (e.g., WordPress)

**Compensation & Benefits:**

- Salary range is \$42,000–\$50,000, commensurate with experience. JCIE/USA offers a 401k plan, paid vacation, and sick leave, and support for health insurance.
- Normal working hours are Monday–Friday, 9:00 am–5:00 pm with flexibility on start and end time and a 1-hour lunch break. Additional flexibility in working hours is provided to accommodate occasional weeknight and/or weekend events.

**Expected Start Date:** An ideal candidate will start as early as late April 2023.

**How to Apply:** To apply, please send your resume, cover letter, and contact information for 2–3 references addressed to Ms. Kazuyo Kato at [info@jcie.org](mailto:info@jcie.org). Applications should be submitted no later than **April 17, 2023**, and will be reviewed as they are received. Only applicants who are selected for interviews will be notified. Cover letter should detail your interest in JCIE/USA, how your past experience relates to the above responsibilities, and your available start date. Include your name and the title “Program and Administrative Assistant” in the subject line of your email. All attachments should be labelled “First Name Last Name\_Document Title” (e.g. Taro Yamamoto\_Resume).

JCIE/USA 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.