



**TOMODACHI MetLife Women's Leadership Program Coordinator
Part-Time (Tokyo-based)**

U.S.-JAPAN COUNCIL & TOMODACHI INITIATIVE

The U.S.-Japan Council is a 501(c)(3) non-profit, tax exempt organization in the United States which has incorporated as a *koeki zaidan hojin* non-profit in Japan. The Council administers the TOMODACHI Initiative, a public-private partnership forged after the Great East Japan Earthquake in collaboration with the U.S. Embassy in Tokyo with the support of the Government of Japan. TOMODACHI invests in the next generation of Japanese and American leaders through educational and cultural exchanges as well as leadership programs.

TOMODACHI METLIFE WOMEN'S LEADERSHIP PROGRAM (TMWLP)

U.S. Embassy Tokyo and the TOMODACHI Initiative launched the TMWLP in Tokyo and Kansai in 2013. This 10-month mentorship program pairs Japanese female university students with Japanese female mid-career professionals to encourage networking among a select corps of Japanese women who show promise as Japan's next generation of leaders. Participants attend regular group sessions hosted by the U.S. Embassy and consulates that provide training in leadership development and financial empowerment and provide opportunities for personal growth and networking. The 2014 program takes place in Tokyo, Osaka, Fukuoka, and Naha.

OVERVIEW OF ROLE

The Coordinator will be responsible for the implementation of TMWLP programming throughout Japan and will report to the TOMODACHI Initiative Executive Director in Tokyo.

RESPONSIBILITIES

- Communicate regularly (email and phone) with all TMWLP mentors and mentees regarding program activities and requirements
- Coordinate logistics for TMWLP workshops in Japan (i.e. facilitate communication between the workshop facilitators and the local US Consulates)
- Attend and assist US Embassy staff with implementation of Tokyo-based workshops
- Assist with Japan-wide annual recruitment strategy for mentors and mentees (the next recruitment cycle will take place in spring/summer 2015)
- Work with U.S.-based implementing organization to coordinate TMWLP Annual Capstone trip to the United States (Washington, DC and New York City)
- Provide regular updates on TMWLP activities for the TOMODACHI website

QUALIFICATIONS

- Bachelor's degree (or equivalent) in social science or humanities required
- Fluency (speaking and writing) in English required
- Japanese language skills preferred
- Two to four years of experience in the field of cultural exchange and/or program management preferred

- Proficiency in all standard Microsoft applications, familiarity in the design of Facebook pages and groups and the use of other interactive social networking sites, required
- Familiarity with U.S. and Japanese social, cultural, and educational environment preferred

TO APPLY

Qualified candidates should submit their applications (cover letter and resume) to tmwlp@usjapancouncil.org by **August 22, 2014**. **The desired position start date is September 15, 2014**. Part-time hours are expected to average 5 hours per week, with some fluctuation. Part-time hours are expected to average 10-15 hours per week during new participant recruitment and selection season. Salary will be commensurate with qualifications. Application materials will be carefully reviewed, and interview decisions will be based on how closely an applicant's background and experience match the needs of the position. *The U.S.-Japan Council is an equal opportunity employer. Hiring decisions are based on merit and business needs and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.*