

Program Coordinator (Japanese language courses coordinator)

The Japan Foundation, Sydney

Sydney CBD, Inner West & Eastern Suburbs

Administration & Office Support

Administrative Assistants

Part Time

The Japan Foundation, Sydney, promotes cultural exchange between Japan and Australia as one of 26 overseas offices of The Japan Foundation, which was established in 1972 in Tokyo. Our office organises and participates in a diverse range of cultural events to provide Australians with opportunities to experience Japanese art and culture, and support Japanese studies and Japanese language education in Australia through a variety of programs.

We are currently seeking a highly motivated person for the following position.

Position: Program Coordinator (Japanese language courses coordinator)

1. Salary and conditions: Part time appointment

Between Three to Five days, 7 hours per day (basically between 10am to 6pm) between Monday to Friday *negotiable.

\$27.66 to \$30.12 per hour (depending on your previous experience and skill level) + 11.5% superannuation. Contract for up to 2 years. Three month probationary period.

2. Your duties will include (but are not limited to) the following tasks, working in close cooperation with Japanese Language Consultants, Assistant Program coordinator, and other staff:

- (1) Organising and coordinating the administrative operations of Japanese language courses and related events (planning and maintaining of the schedule and agenda, drafting proposals and documents, arranging meetings and preparing for events, providing basic technical support, etc).
- (2) Liaising with language course participants (enquiries, enrolments, etc.) and relevant internal and external stakeholders including contract teachers.
- (3) Communications related tasks such as web updates and publicity.
- (4) Tracking expenditures/transactions and issuing invoices.
- (5) Other duties as instructed by the Director and the Manager.

3. Selection criteria:

Essential

- (1) Australian citizenship or residency
- (2) Outstanding verbal and written communication skills in English and Japanese (at least one of the languages at a native or near native level, and the other at an advanced level or above)
- (3) Proficiency across MS Office Suite (Word, Excel, PowerPoint)
- (4) Experience using Zoom and be familiar with its functions and usage
- (5) Demonstrated organisational and communication skills
- (6) Demonstrated attention to detail
- (7) Self-motivated, with the ability to work autonomously, but also in a team
- (8) Flexibility and time management skills; ability to manage competing deadlines across a variety of tasks
- (9) Strong interest in cultural exchange between Australia and Japan, especially in Japanese language (education)

Desirable

- (1) Proven experience as program coordinator or relevant position
- (2) Experience in administration and customer service
- (3) Knowledge of program management and development procedures
- (4) Experience with social media marketing (Facebook, Twitter, Google Ads, etc.) and Mailchimp email marketing
- (5) Proficiency across Adobe Creative Suite (InDesign, Photoshop, Acrobat Pro)
- (6) Experience using databases
- (7) Experience using Canvas or other LMS platforms
- (8) Experience using Wordpress for web editing
- (9) Experience using Eventbrite or other event management platforms

4. Application must include:

- (1) A cover letter and resume in English or Japanese;
- (2) A brief self-introduction in English **AND** Japanese;
- (3) A separate document addressing all the selection criteria in English or Japanese;
- (4) The names, addresses and/or email details of at least 2 referees;

5. Commencement Date: Monday 5 August, 2024 *negotiable

6. Application deadline: Monday 15 July, 2024, 11:59pm (Sydney Time)

All applications must be submitted directly by email to [hr_sy\(A\)jpf.go.jp](mailto:hr_sy(A)jpf.go.jp) with the subject line 'J-Course Coordinator Application'.

For enquiries, please contact with a subject line as 'J-Course Coordinator'.