

Japanese Language Program Coordinator

Position: Program Coordinator

Department: Japanese language Department

Employment type: Full-time, Contract for up to 2 years. Six month probationary period.

Location: Chippendale, NSW (the successful applicant will work 3 days at the Foundation and can negotiate 2 days working from home after the probationary period according to organisation policies)

Remuneration: 65-82K (depending on experience) including bonus equivalent to one month's salary plus 11.5% superannuation. Working conditions (hours, entitlements) apply.

About The Japan Foundation, Sydney

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.

About the opportunity

We are currently seeking a highly motivated person for the position of Program Coordinator in the Japanese-language Department.

As a Japanese-language program coordinator, you will be responsible for developing, administering and delivering Japanese-language related programs including student contests, Professional Learning for Japanese-language teachers, and other initiatives to support Japanese-language education. You will work closely with the Japanese-language manager and co-coordinators, this role will require background knowledge and interest in Japanese-language education, along with strong administrative capabilities to ensure that the presentation of programs are delivered to a high standard.

Occasional weekend work and variable hours will be required.

Key Responsibilities:

You will be responsible for (but not limited to) the following tasks:

1. Planning and Coordinating events and projects to promote Japanese language and culture, such as student contests, language and culture-based workshop for schools, and stakeholder meetings. Liaising with other program coordinators, Japanese teachers and relevant parties/organisations.

2. Communications-related tasks such as creating and issuing newsletters, web updates and publicity.
3. Working with in-house language specialists to create language resources in Japanese and English.
4. Administrating Grant programs related to Japanese Language Education.
5. Occasional travel (interstate) for work-related events as well as on-site operations (including weekends).
6. Other duties relating to event/program coordination as instructed by the Director and the Managers.

Selection criteria:

Essential

- (1) Excellent written and verbal communication skills in English (Native level)
- (2) Intermediate to advanced written and verbal communication skills in Japanese (equivalent to JLPT N2 or above)
- (3) Proficiency across the MS Office Suite (Word, Excel, Outlook, PowerPoint) and Adobe Creative Suite (InDesign, Photoshop)
- (4) Demonstrated organisational and communication skills
- (5) Demonstrated attention to detail
- (6) Self-motivated, with the ability to work autonomously, but also in a team
- (7) Flexibility and time management skills; ability to manage competing deadlines across a variety of tasks
- (8) Strong interest in cultural exchange between Australia and Japan, especially in Japanese language education. However, you do not need a teaching degree or to be a specialist in education
- (9) Australian national or permanent resident visa holders only

Desirable

- (1) Experience in event and program coordination
- (2) Experience working with primary and/or secondary students
- (3) Experience using WordPress for web editing
- (4) Experience using social media and Mailchimp email marketing

Application must include:

- (1) A cover letter and resume in English;
- (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 2 referees;
- (5) A written essay on your understanding of Japanese Language Education in Australia today. (800 words \pm 10%, in English).

Commencement Date: July 1 ,2025 (negotiable)

Application deadline: Thursday 22 May 2025

Interview date: Either Thursday 5 June or Friday 6 June 2025 (state your day and time preference upon application)

All applications must be submitted directly by email to hr_sy@jpf.go.jp with the subject line of 'Language Program Coordinator Application'.