

Assistant Coordinator for Japanese language education survey
The Japan Foundation, Sydney
Inner-city Suburb of Sydney
Administration & Office Support
Administrative Assistants
Casual

The Japan Foundation, Sydney, promotes cultural exchange between Japan and Australia as one of 25 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: Assistant Coordinator for Japanese language education survey

1. Salary and conditions: Part time appointment

Five days, 35 hours per week (Monday to Friday). \$27.03 per hour + 10.0% superannuation. 6-month contract. One month probationary period.

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

- (1) perform administrative duties regarding Japanese language education;
- (2) perform Japanese language education survey with Program coordinator
- (3) perform Japanese as community language program
- (4) perform any other duties as directed by the Employer;
- (5) perform the employee's duties at level 4, Central Park, 28 Broadway, Chippendale NSW 2008 ("the Office") or elsewhere as reasonably directed by the Employer;
- (6) perform all duties to the best of his/her ability at all times;
- (7) use his/her best endeavours to promote and protect the interests of the Employers;
- (8) follow all reasonable and lawful directions given by the Employer in relation to the duties to be performed; and
- (9) comply with and agree to be bound by any policies and procedures issued by the Employer as amended from time to time.

3. Selection criteria:

Essential

- (1) Australian citizenship or permanent 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) and Google Workspace
- (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 assistant 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: 4 January, 2022 *negotiable

6. Application deadline: 23:59 pm, Friday 26 November, 2021 (Sydney Time)

All applications must be submitted directly by email to hr2@jpf.org.au with the subject line 'Assistant Coordinator Application'.

For enquiries, please contact with a subject line as 'Assistant Coordinator'.