

BEYOND Tomorrow Career Opportunity

Location: Tokyo, Japan

Position: Program Manager, Tohoku Initiative

Purpose:

BEYOND Tomorrow Tohoku Initiative's mission is to develop young victims of the Great East Japan earthquake and tsunami to become leaders with global perspectives and a strong sense of compassion. Reporting to the Executive Director, the Program Manager will be responsible for spearheading the project, including event planning and logistics, student outreach, communication activities, as well as partnership and constituency building. Since its inception, BEYOND Tomorrow has developed a new frontier in global leadership education in Japan, creating an innovative model to transform the lives of youths in adversity with unique opportunities to grow as global citizens. For more information about BEYOND Tomorrow, please visit: <http://beyond-tomorrow.org/en/>

Responsibilities:

1. Strategy Development
 - Work closely with the Executive Director for mid-to-long term strategy development and designing of the framework for leadership education.
2. Programming
 - Develop and design leadership modules comprised of workshops, discussion sessions, meet-a-leader sessions, meals and social events.
 - Conduct required research, interview key stakeholders and synthesize key findings that are to be integrated in leadership modules. Identify speakers and guests to be invited to programs.
3. Program Execution
 - Plan all logistical components for a series of leadership modules for students from Tohoku disaster communities. Efforts include all aspects of the programs from selection of students to selection of venue and dates to outreach to lecturers to actual execution of event.
 - Manage internal and external resources for program planning and execution; develop timetables, ensure all stakeholders are involved and that the program is completed in a timely manner.
 - Support students and other participants with their expected roles. Activities include but are not limited to drafting and editing speech scripts, rehearsing, and conducting speaking workshops
 - Manage and control the budgets and costs for various programs.
 - Negotiate various contracts and managing vendors; manage staff and all details on site.
4. Marketing and Outreach
 - Manage marketing of all programs, including developing new and creative ways to reach broader targets. These include, but are not limited to, promotional materials, website, and social media.
 - Manage outreach efforts in Tohoku region, promote programs through various media and school visits. Develop an efficient way for conducting outreach to target students in Tohoku region.

5. Communications and External Relations

- Develop and manage communication strategies including outreach to global, national and regional media outlets, development of press releases, and coordinating a series of media activities.
- Develop and maintain relations with various stakeholders for programs, including funding organizations and individuals, pro bono supporters, speakers, guests and volunteers.
- Develop and deliver post-event reports in the form of websites, short films, and paper reports.

6. Other duties as assigned

Requirements:

1. Qualifications

(Essential) Bachelors' degree and 7-8 years related professional experience.

(Desirable) Master's degree in education, business administration, public policy or in a similar field.

2. Experience

(Essential) Considerable professional experience in project management in an international environment or at an international level.

(Desirable) Experience in the field of education and/or post-disaster reconstructions. Experience in working with budgets and contract management preferred.

3. Languages

(Essential) An excellent knowledge of English and Japanese. Strong writing and communication skills required.

(Desirable) Any other language abilities would be a strong plus.

4. Competencies

- Proven negotiation skills
- Good computer skills using Microsoft Office
- Strong interest in leadership development in the context of post-disaster reconstructions. An understanding of global trends in non-profit management, global leadership, and current affairs.
- Detail and deadline oriented. Ability to juggle multiple projects; be a self-starter and work in a team-environment.

Salary: Competitive

To apply:

Send a resume and cover letter to jobs@beyond-tomorrow.org. Please indicate "Program Manager, Tohoku Initiative" in the subject line. No phone calls please. Only those candidates considered for an interview will be contacted.

For candidates currently based in the United States, there are possibilities for face-to-face interviews in Boston, New York, and/or Washington D.C. in the last week of November 2012.

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