



Program Assistant Job Description

Updated 10/20/2016

Job Summary

The primary job duty of the Program Assistant (PA) is to provide comprehensive support to the program team for our programs focused on Japanese participants. The Assistant may be involved with the marketing and recruitment to program participants, sorting and evaluating applications, communication with participants and partners, coordination of program related logistics including travel and lodging, development of logistical materials, and overall support activities related to program delivery. Additionally, supporting ad-hoc events that are targeted for international audiences.

Note: Applicants without fluent or native Japanese speaking, reading, and writing will not be considered.

This position is ideal for someone with one or more years of administration support experience in a professional setting and who desires to work in a dynamic, fast-moving, entrepreneurial, and global organization that values personal relationships as the foundation for creating social change in the world. This hourly position is also ideal for a native Japanese speaker who is perhaps a recent graduate and is looking for an OPT (Optional Practical Training) opportunity in the US to gain more professional experience.

About iLEAP

iLEAP accompanies emerging and established social leaders across cultural contexts and economic divides to cultivate deep and sustained positive transformation in their lives and in the communities they serve. We design and create the space for people to discover themselves and renew their sense of power so that they can lead from a place of connection in their lives and to the communities they serve. iLEAP exists to create more social justice and equity in the world and to lift up and sustain the community-based leaders who are the center of social change. We believe that, if we grow, transform, and connect these people that it will lead to stronger communities, countries, and less human suffering in the world.

Primary Job Duties & Time Allocation

Primary Job Duties

1. Support all functions of iLEAP's Japan focused programs.

Primary Job Duties

- | | |
|---------------------------------|------|
| 1. Programs | 100% |
| 2. Development & Communications | 0% |
| 3. Operations | 0% |

Tasks

PROGRAMS

Program Support

- Support the marketing, recruitment, and admissions process for iLEAP's Japan focused programs;
- General communication with Japanese audiences and constituencies;
- Support in the process of program outcome and assessment, collecting data from graduates from Japan.

Core Competencies

- Capacity for self-awareness;
- Alignment with iLEAP vision and mission;
- Skilled at working in teams and independently;
- Resourceful and solution-oriented;
- Creative problem-solver
- Flexible, patient and compassionate;
- Skilled at prioritization and time management;
- Clear, effective and efficient communicator;
- Takes pride in seeing a project through to the end and well before deadline;
- High standards of excellence.

Qualifications

- Minimum of 1 year of experience as a successful program support staff, including, at least 6 months of cross-cultural and/or international work experience or equivalent living outside of home country;
- English language fluency (speaking and listening), advanced (writing);
- Japanese language fluency (speaking, listening, writing).

Other Skills

- Google Drive/Box
- Google Docs/Word
- Google Sheets/Excel
- Asana/Workflow platform
- Salesforce/CRM

Overview

- Reports to: Programs Staff
- Compensation: \$15.00-16.50 per hour, DOE
- Hours: part-time, 5 to 30 hours per week with seasonal times that are more busy than others; some evenings and weekends.
- Benefits: health insurance allowance, paid personal leave, flexible work schedule, strong work culture of personal and professional growth
- How to apply: https://ileap.formstack.com/forms/program_assistant
- Position is open until filled.