

INTERNATIONAL RELATIONS & HUMAN RIGHTS CHAIR

Position Description

The International Relations & Human Rights Chair is responsible for 1.) developing the thematic program of research, projects, and events to be offered by YFPF Tokyo on the topics of international relations and human rights; 2.) together with other YFPF Tokyo senior leadership, introducing the organization to a far-reaching network of potential partners, publications, speakers and sponsors; and 3.) recruiting and managing project teams of YFPF Tokyo Programs Officers and members to achieve the goals and outputs of the thematic program. Reporting directly to the Programming Director, the International Relations & Human Rights Chair directs planning and strategy for live and virtual events and is responsible for guiding their project teams with all necessary tasks. Candidates for this role should demonstrate prior experience in project leadership, volunteer management, and an invested interest in their thematic area(s). Candidates based in the Tokyo area may be given priority.

Key Roles and Responsibilities

- Regularly and proactively report on progress to the Programming Director and senior leadership on strategies for event programming, project management, and team recruitment;
- Carry out existing or recurring programs and propose ideas for new programs on International Relations & Human Rights in line with the principles and practices of YFPF Tokyo;
- Recruit and train team(s) of Programming Officers and YFPF Tokyo members to complete approved research, projects, and events on International Relations & Human Rights;
- Work closely with Communications to draft key messaging for event promotion, translation and interpretation, and stakeholder management;
- Cultivate and maintain partnerships and collaborations with leaders in your thematic area(s); and
- Identify and suggest creative, efficient and effective channels for engagement outside of direct partnerships (e.g. op-eds, guest posts, special events, podcasts, etc.).

Desired Skills and Experience

- Good working knowledge and invested interest in International Relations & Human Rights;
- Prior experience in project leadership with strong organizational and project management skills;
- Prior experience working with and/or leading volunteer teams and youth volunteers;
- High degree of maturity and professionalism with exceptional communication skills, written and verbal;
- Ability to work effectively, independently, and as a highly resourceful team-player, managing long-term goals and multiple work streams under pressure and within deadlines; and
- Political sensitivity, stakeholder management skills, and intercultural competency.

Eligibility and Selection

- Member of YFPF Tokyo, or commitment to become a member;
- Ideally an early career professional or current graduate student in a relevant field;
- Ability to respond to emails and messages in a professional and timely manner;
- Ability to commit up to 10 hours per week (excluding attendance at team meetings, all-hands meetings, and other events); and
- Acknowledgment that this position is unpaid and part-time.

Please note that the leadership team must be active members. You are not required to be a member to apply, but you must confirm your membership to be accepted for the position. **To apply, please email a cover letter and your up-to-date CV / resume to Tokyo Deputy Director, Eriko Yamada, eriko.yamada@ypfp.org. Please include 'International Relations & Human Rights Chair Application' in the subject line.**

NOTE: To facilitate international connections and to promote our research, programming, and other accomplishments to our global network, the working language is English and high-level English proficiency is required. Some research activities and events may be conducted in Japanese and other languages. Proficiency in Japanese and other languages is highly valued.