

COMMUNICATIONS DIRECTOR

Position Description

The Communications Director is responsible for implementing and maintaining a robust strategic organizational public relations program for YFPF Tokyo, which includes the planning and execution of social media promotion and the operation of bilingual events in Japanese and English. Reporting directly to the Managing Director, the position is responsible for brand management and content distribution strategies (e.g., website, social media, Newsletter etc.), and external communications policies (e.g. regarding graphics design, translation, interpretation etc.). The Communications Director will also establish the organization and its members in the larger foreign policy community by increasing the visibility of the organization's activities.

Key Roles and Responsibilities

- Supports the Managing Director in strategy for internal and external PR and communications;
- Builds and trains Communications Officers to support as needed (e.g. training in drafting professional letters or emails, graphics design, translation and/or interpretation);
- Manages strategic, proactive media outreach for all media engagement, including but not limited to our media outreach on Facebook, Twitter, Instagram, LinkedIn and YouTube etc.;
- Identifies new brand awareness opportunities and suggests creative, efficient, and effective channels for engagement outside of existing communications (e.g. op-eds, guest posts, special events, podcasts, etc.);
- Ensures the creation and sharing of content on a regular basis with members and partners, such as managing the schedule for social media posts or editing and publishing the YFPF Tokyo monthly Newsletter;
- Manages translation of texts for communication purposes (e.g. emails, event announcements, event scripts etc., mostly between English and Japanese);
- Manages simultaneous or consecutive interpretation during events (mostly between English and Japanese);
- Collaborates with the Programming Director and Chairs to develop event and/or activity promotion material; and
- Collaborates with the Networking and Partnerships Director and Chairs to develop key messaging to new and existing members.

Desired Skills and Experience

- Passion for areas such as foreign policy, sustainability and climate, international relations and human rights, security and defense, inclusivity and diversity, intergenerational co-leadership and strategic PR, branding and management;
- A high degree of maturity and professionalism;
- Strong organizational and project management skills in a multicultural and multilingual working environment;
- Prior experience with web design and/or graphics design;
- Exceptional communication skills, written and verbal, in Japanese and English (fluency in one language is required with at least a working proficiency in the other);
- Prior experience with translation and/or interpretation between English and Japanese;
- Ability to work effectively and independently as a part of a small team under pressure and within deadlines; and
- A creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices.

Eligibility and Selection

- Ideally an early career professional or current graduate student in a relevant field;
- Ability to respond to emails and messages in a timely manner;
- Self-motivated, organized, and able to work efficiently and autonomously as part of a small team;
- Good knowledge of global affairs;
- Well-spoken and able to represent our organization well at all levels;
- Ability to commit 5-10 hours per week (including attendance at team meetings and other events); and
- Acknowledgment that this position is unpaid and part-time.

Please note that the leadership team must be dues-paying 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 Managing Director, Eriko Yamada <eriko.yamada@ypfp.org>. Please include 'Communications Director 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 at YFPF Tokyo 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.