

PROGRAMMING DIRECTOR

Position Description

The Programming Director is responsible for managing the Sustainability, Climate & Innovation, International Relations & Human Rights and Security & Defense Chairs to together develop the overarching program of events, conferences, symposiums and/or research projects to be offered by the organization as well as identifying opportunities for future events and projects. In tandem with the Managing Director, the Programming Director introduces the organization to a far-reaching network of potential partners, publications, speakers and sponsors. Reporting directly to the Managing Director, the Programming Director directs overall planning and strategy for our activities and is responsible for building and guiding their programming team with all necessary tasks in collaboration with the Chairs and/or other project managers.

Key Roles and Responsibilities

- Supports the Managing Director and Chairs in strategy for event programming, liaising between and providing advice to the Chairs of different thematic workstreams to ensure the quality and consistency of the organization's programming as a whole;
- Supports the Managing Director in defining planning standards, policies, and procedures (e.g. YFPF Tokyo's operational principles and visions);
- Manages the Sustainability, Climate & Innovation, International Relations & Human Rights and Security & Defense Chairs to ensure the time schedule and progress of events and/or projects are on track from ideation to promotion and execution;
- Builds and trains team of Programming Officers to support Programming tasks;
- Develop event themes and foundational structures for the organization in areas that does not fall under the thematic workstreams of Sustainability, Climate & Innovation, International Relations & Human Rights and Security & Defense (e.g. youth career-building events, members-only workshops for skills training);
- Work closely with the Communications Director to draft key messaging for stakeholders; potential partners, and event promotion;
- Work with the Networking and Partnerships Director to conduct annual Membership survey;
- Identify potential partners, sponsors, co-convenors and other collaborators;
- Cultivate, develop, and maintain existing partnerships and collaborations; 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

- 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 event and/or project management;
- A high degree of maturity and professionalism;
- Strong organizational and project management skills in a multicultural and multilingual working environment;
- Exceptional communication skills, written and verbal;
- 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 'Programming 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.