

PROGRAMMING OFFICER

Position Description

The Programming Officer is responsible for assisting with developing the overarching program of research projects and events to be offered by the organization and, in partnership with the Programming Director, introducing the organization to a far-reaching network of potential partners, publications, speakers and sponsors. Reporting directly to the Programming Director, the Programming Officer supports overall planning and strategy for live and virtual events and related tasks.

Key Roles and Responsibilities

- Supports the Programming Director in strategy for event programming;
- Ideate and develop event themes and foundational structures;
- Assist with defining planning standards, policies, and procedures;
- Work closely with the Communications Director to draft key messaging for stakeholders; potential partners, and event promotion;
- Work with Networking and Partnerships Director to conduct annual Membership survey;
- Identify potential partners and co-event facilitators;
- Help with cultivating, developing, and maintaining existing partnerships and collaborations; and
- Identifying and suggesting 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 management;
- A high degree of maturity and professionalism;
- Exceptional communication skills, written and verbal;
- Strong organizational and project management skills;
- Ability to work effectively and independently as a highly resourceful team-player 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, current university or 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 in small teams;
- 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 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@yfpf.org>. Please include 'Programming Officer 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.