



Job Announcement

Position Title: Communications Assistant (Full-time, Non-exempt)
Position Location: New York, NY
**JCIE/USA employees work at the office on at least two predetermined days of the week and remotely on other days.*
Supervisor: Program Officer
Professional level: 2–3 years of experience preferred

JCIE/USA is seeking a mission-driven individual to join our dynamic and productive team in New York, led by the Executive Director based in the Washington DC area. The majority of the position's time will be spent on supporting the policy advocacy and communications work of JCIE's Friends of the Global Fund, Japan (FGFJ) initiative. The remaining time is expected to be spent supporting JCIE/USA's broader global health and organization-wide communication activities.

About JCIE/USA: We are a US-based 501(c)3 non-profit and non-partisan organization founded in 1975 with a mission to deepen US-Japan relations and cooperation on shared challenges. JCIE/USA works in close partnership with JCIE/Japan, a Tokyo-based foreign affairs institute founded in 1970. The two organizations implement joint programs engaging members of the Diet and Congress, policymakers, and leading experts across a range of sectors in Japan and the United States. Ongoing programs include an annual US Congressional Staff Exchange Program and thematic programs facilitating policy research and dialogues on four distinct themes including global health, population aging, democratic governance, and women's leadership.

About FGFJ: FGFJ is a private initiative launched and operated by JCIE to strengthen support in Japan for the Global Fund to Fight AIDS, Tuberculosis and Malaria (the Global Fund), a major international funding mechanism for fighting HIV/AIDS and other infectious diseases. FGFJ aims to raise awareness about the Global Fund's impact and its lifesaving role through a range of activities engaging key decisionmakers and leaders in Japan from government, business, academia, the nonprofit sector, and the broader general public.

This position is suitable for an individual with a couple of years of professional experience in managing communications and outreach work at a non-profit organization, who is interested in issues related to Japan and global health.

Responsibilities:

FGFJ-related Communications Activities:

- Drafting new social media and website content for FGFJ activities
- Designing graphics and designs for FGFJ-related publications and social media/website contents
- Attending and taking notes at regularly held online meetings and calls with funders, partners, and the FGFJ team members in Tokyo
- Liaising with members of the global health advocacy and policy community to exchange information on respective activities and to follow policy trends, particularly with partners in the US
- Monitoring and analyzing media coverage on FGFJ-related activities as well as social media and website analytics
- Conducting research on news and analysis on issues relevant to FGFJ's activities

- Managing global health-related contacts and lists in our mass mailing system (Mailchimp).
- Assisting with FGFJ-related online and in-person events as needed.

Other related tasks:

- Coordinating with program staff to draft JCIE/USA's e-newsletters (four times a year).
- Supporting in drafting and posting social media contents for other programs at JCIE/USA including its broader activities on global health.
- Assisting as needed on general upkeep of New York office space.

Qualifications:

- Bachelor's degree from an accredited university
- Knowledge of or interest in Japan, global health, international development, and/or foreign affairs
- Strong written and oral communication skills with native-level English fluency
- Experience managing popular social media accounts (X/Twitter, Instagram, LinkedIn, and Facebook) and using website management tools (e.g. WordPress).
- Strong attention to detail
- Ability to take initiative, be flexible, and set priorities and multitask in a fast-paced environment
- A team player with strong interpersonal skills and cultural sensitivities
- Proficiency in Microsoft Office (Word, Excel, Power Point) and Google Platforms
- Experience using design software programs including Adobe Creative Suite (particularly Photoshop, Illustrator and InDesign)
- Experience with mass email marketing systems (e.g., MailChimp)
- Ability to work outside of the office to support program events and activities
- Authorization to work in the US (JCIE/USA is unable to provide employer sponsorship for a visa)

Preferred Skills and Experience:

- Academic background in a relevant field (e.g. Japan/East Asia Studies, International Development, Global Health)
- Proficiency in written and oral Japanese (J-E translation experience a big plus)
- A couple of years of internship or work experience in a relevant field
- Experience in online and in-person event planning

Compensation & Benefits:

- Salary range is \$45,000-\$52,000, commensurate with experience. JCIE/USA offers a 401k plan, paid vacation and sick leave, and support for health insurance.
- Normal working hours are Monday–Friday, 9:00 am–5:00 pm with flexibility on start and end time and a 1-hour lunch break. Additional flexibility in working hours is provided to accommodate early morning or weeknight calls and/or weekend events.

Expected Start Date: An ideal candidate will start as early as late August 2024.

How to Apply:

- To apply, please send your resume, cover letter, and contact information for 2–3 references addressed to Ms. Staci Custus (Program Officer) at scustus@jcie.org.
- Applications should be submitted no later than **July 22, 2024** and will be reviewed as they are received. Only applicants who are selected for interviews will be notified. Cover letter should detail your interest in JCIE/USA, how your past experience relates to the above responsibilities, and your available start date. Include your name and the title "Communications Assistant" in the subject line

of your email. All attachments should be labelled "First Name Last Name_Document Title" (e.g. Taro Yamamoto_Resume).

JCIE/USA provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.