

Job Announcement

Hyogo Business & Cultural Center (HBCC)

Assistant Director

Title:	Assistant Director
Salary:	\$36,000 (Gross Income) plus Bonus up to \$3,000 depending upon Performance Review
Work Hour:	9:00 am through 5:00 pm, Monday through Friday
Work Place:	1001 4th Ave. Suite 4310, Seattle, WA 98154
Benefits:	Bus Pass + Medical & Dental Insurance + One Hour Paid Lunch Break
Term Contract:	3 years
Position:	Start day <u>October 18th, 2021</u>

Major responsibilities:

1. Assistant to the Executive Director

The successful candidate will be responsible for all kinds of activities of HBCC by assisting the Executive Director.

2. Business development/Business exchange program

Promote the Business relating project. Coordinating, planning and executing events, recruiting/managing volunteers, generating business connection, respond the business request from Japanese Companies, Business Matching program, assistance for incoming Hyogo business individuals/groups, introducing Hyogo as business destination in Japan to US Companies, research and report the business situation in US.

3. Event Management & Coordination

Support the Educational & Cultural event which HBCC will be held.

- Cultural events performed by Hyogo's performer
- Local Japanese Community event such as Sakura Con, Cherry Blossom Festival, Japan Fair, Japan Week and others.

4. Sister City / Sister State Programs

- Support and strengthen sister city/state relationships by attending relevant events and act as a liaison between city/prefectural representatives. Help to establish new sister city relationships.
- Interface with local organizations.

5. Union of Kansai Government office program

- Support the companies/organizations/individuals not only from Hyogo but also from Kansai area.

6. Intern Management

- Hire and manage quarterly interns; assigns duties and responsibilities; communicate with program coordinators at University of Hyogo, Kobe University, UW, Bellevue Community College and other local universities, government officials and volunteer organizations.

7. Interpretation / translation

- Provide interpretation/ translation services for meetings when necessary

8. Update social media

- Update timely on HBCC's Facebook, Twitter, Instagram, YouTube, and LinkedIn

General Responsibilities:

1. Educational Program

- Support the exchange teachers from Hyogo prefecture.
- Take care of students/professors from Hyogo prefecture.
- Support the program as the liaison office of University of Hyogo and Kobe University.
- Assist the following programs; The Washington State Japanese Speech and Skit Contest, HBCC / WATJ Summer Institute.

The HBCC assistant director will also have joint responsibilities in greeting visitors, answering phones and providing general assistance with other office projects as necessary.

Minimum Qualifications:

A 4-year bachelor's degree in a relevant field from an accredited institution; experience living and/or working in Japan; basic knowledge of Japanese business environment; Japanese language proficiency; and high-level English proficiency and excellent communication skills.

Additional Requirements:

The ideal candidate for the position will also have the following skills:

- The ability to work independently on multiple projects on deadlines in a fast, efficient manner.
- Be well organized and able to multitask effectively.
- Have experience in event coordination and a working knowledge of Hyogo prefecture/Kansai area.
- Have experience in accounting of the company/organization.
- Have above average technical proficiency in Office / DTP software; IT and telecommunications experience.
- Be able to work in a disciplined way under minimal supervision

How to apply:

Submit resume & cover letter via e-mail to office@hyogobcc.org.

Only candidates who are chosen for an interview will be contacted. ***NO PHONE INQUIRIES PLEASE!***

Submit the resume & cover letter by September 30th, 2021.