



## Job Description

**Title:** Japanese Language Instructor and Education Coordinator  
**Reports to:** Executive Director  
**Status:** Non-exempt, part-time  
**Work schedule:** Approximately 25-30 hours per week, dependent on demand for Japan-in-a-Suitcase program and Japanese language classes

### About the Organization:

The Japan-America Society of Dallas/Fort Worth (JASDFW) furthers mutual understanding and ongoing engagement between Japanese and Americans. We provide quality programs in arts and culture, education, business, public policy, and international exchange, and create opportunities for friendship and meaningful interaction. The Society celebrated its 50th anniversary in 2020 and it is a member of the National Association of Japan-America Societies (NAJAS), headquartered in Washington DC, which links 38 local Japan-America societies. JASDFW is a 501(c)(3) non-profit organization.

### Job Summary:

The Culture Presenter and Language Instructor will be an integral part of the Japan-America Society of Dallas/Fort Worth team and its educational initiatives. He/she will be one of two presenters for the Japan-in-a-Suitcase program, which involves giving presentations at elementary and middle schools, libraries, community centers, and cultural festivals around North Texas. He/she will also be the primary teacher for the Society's new Japanese language program, which began in spring 2021. These classes will be offered online in order to best fit with students' schedules and be accessible for a national audience. The successful candidate will also work with the Executive Director and Director of Programs to determine potential for in-person language instruction.

### Essential Duties and Responsibilities:

- Working with Executive Director and Director of Programs to recruit students for adult and kids Japanese language classes
- Preparing lesson plans, handouts, homework, and developing content for language classes, which may include beginner's, intermediate, and advanced students
- Teaching classes, likely at least two times per week for different levels and/or adults and children, dependent on class demand and balanced work schedule
- Performing related administrative duties for Japanese language program
- Identifying potential for new language classes, themes, and demand in the market
- Giving Japan-in-a-Suitcase (JIS) presentations to students at elementary schools, and occasionally at other locations (about two to three days per week during school year, which depends on demand)
- Working with Society staff to ensure that Japan-in-a-Suitcase presentation content is relevant and that delivery fits with contemporary learning styles
- Performing administrative duties, such as scheduling for Japan-in-a-Suitcase presentations, communicating with educators, and coordinating volunteers
- Participating in community events to teach Japanese culture and expand audiences, which involves occasional work on weekend



## **Job Description**

- Working with Executive Director and Director of Programs for future expansion of both Japanese language and Japan-in-a-Suitcase programs, including student recruitment, partnership with schools, educator trainings, creating workshops and special events, all with a goal to attract new audiences and generate additional revenue for the Society
- Assisting Executive Director in relationships with potential donors and sponsors for Japanese language program
- Other duties as assigned

## **Qualifications:**

- Bachelor's degree strongly preferred
- Minimum 1 year of Japanese language teaching experience in a classroom setting
- Comfort with presenting to distinct groups, including young students to senior adults
- Native or near fluent language abilities in Japanese, near fluent or highly proficient in English, ability to communicate effectively in both languages
- Texas driver's license to travel to presentation sites and must be confident driving around DFW metropolitan area
- Excellent verbal and written communication skills
- Demonstrated success in coordinating projects to achieve results and meet deadlines
- Strong organizational and problem-solving skills, and ability to manage multiple projects simultaneously
- Excellent interpersonal skills and a strong team player essential; ability to work both independently and collaboratively
- Computer skills essential, including proficiency with Microsoft Office
- Accuracy and attention to detail
- Calligraphy and origami skills desirable
- Personal qualities of initiative, creativity, adaptability, and good judgment
- Interest/experience in Japan and/or international relations a plus

## **Working Conditions and Physical Requirements:**

- Flexibility to work evening and weekend events (average 1-2 per month)
- Comfortable working under tight deadlines and occasional heavy workloads
- Small office and staff, close work environment
- Moderate lifting and physical activity required to move supplies to and from events, set up at events
- Note: compensation will include reimbursement for travel expenses related to Japan-in-a-Suitcase program and language instruction courses

## **How to Apply:**

Please email cover letter and resume indicating position to Paul Pass, Executive Director, at [paul.pass@jasdfw.org](mailto:paul.pass@jasdfw.org). Finalists may be asked to provide references. The successful candidate will be required to complete a background check. Not all applications may receive a response. The Japan-America Society of Dallas/Fort Worth is an equal opportunity employer.