

Pasadena Japanese Cultural Institute

595 Lincoln Avenue, Suite 202

Pasadena, CA 91103

Phone: (626) 449-5487

Job Title: Program Administrator

School: Mirai Nihongo Gakuin (未来日本語学院), the Pasadena Japanese Language Academy

Location: Pasadena, CA

The Program Administrator of Mirai Nihongo Gakuin is responsible for the implementation of the overall vision and strategy of the school's Japanese language program, fundraising events, operations, and administration. Additionally, the Program Administrator must serve as the face of the organization to students, parents, the teaching staff, volunteers, and other interested parties and stakeholders. This position reports directly to the Executive Committee of the Pasadena Japanese Cultural Institute (PJCI).

Our ideal candidate...

- Believes in and is passionate about our mission to educate children, teens, and adults toward greater proficiency and eventual fluency in the Japanese language while providing a nurturing environment that deepens learning and engagement by students.
- Will enthusiastically promote the celebration and appreciation of Japanese culture and values.
- Is a dynamic and visionary leader, holds a high level of integrity, is confident with building relationships, and can articulate our mission with a broad range of stakeholders.

Job Description and Responsibilities

- Reports to the PJCI Executive Committee and is responsible for the overall administration, operation, and management of the school.
- Serves as the chief administrator of the school in developing and implementing policies, programs, curriculum, activities, and budgets in a manner that promotes the educational growth and cultural awareness of each student.
- Is responsible for the recruitment, hiring, and retention of high-quality teachers with the approval of the Executive Committee. Defines the responsibilities and accountability of staff members. Supervises, mentors, and leads the teaching staff. Encourages the professional development of each staff member.
- Identifies the near- and long-term objectives for the instructional, extracurricular, and cultural programs of the school and plans accordingly to ensure that procedures, schedules, and teaching methodologies are implemented to achieve those objectives.
- Advocates for the school with prospective students in the community and fosters communication and collaboration among staff, students, and families.
- Monitors and tracks school enrollment, tuition payments, and remuneration of staff.
- Ensures that the school program is compatible with the legal, financial and organizational structure of the school and the Pasadena Japanese Cultural Institute.
- Represents the school at monthly PJCI board meetings.
- Will act as the primary liaison between the school and the Executive Committee, the PJCI Board, and member groups of PJCI.
- This is a salaried, part-time position requiring approximately 10-15 hours a week through 10 months of the year.
- Salary Range: \$1000-\$1200 per month.

Qualifications and Requirements

- Minimum of a Bachelor's degree from an accredited four-year college or university.
- Minimum of two years teaching experience.
- Strong written and verbal communication skills.

- Professional working proficiency in Japanese.
- Familiarity with Japanese culture and values.
- Strong organizational and leadership skills.
- Experience managing and motivating a team of staff and/or volunteers.
- Demonstrates a high level of integrity in personal relationships and in fulfilling all fiduciary responsibilities.
- Previous experience with financial management, including planning and maintaining budgets.
- Must have unrestricted work authorization to work in the United States.
- Must be willing to work in Pasadena, CA.
- Must be willing and able to travel and work on evenings and weekends.

To apply, please send a resume and cover letter to pasadena.jci@yahoo.com.

About Mirai Nihongo Gakuin

On July 9, 2016, Mirai Nihongo Gakuin (未来日本語学院), the Pasadena Japanese Language Academy began its first Summer as an independent Japanese language school operated by the Pasadena Japanese Cultural Institute (PJCI). September 10, 2016 marked the beginning of its inaugural Fall semester offering Japanese language every Saturday for various Japanese proficiency levels. As an advocate in supporting Japanese culture for the past 59 years and promoting a positive Japanese presence in the community, PJCI fully supports the mission and goals of Mirai Nihongo Gakuin.

PJCI is an independent non-profit organization based in Pasadena, California.