

The Japan America Society of Alabama (JASA) is seeking to fill the position of Assistant Director. The position may be full-time (30+ hours/week), part-time (10-20 hours week), or on a project basis depending on the applicant's ability to meet the requirements of the JASA Assistant Director Job Description (included below).

Compensation will be determined by the needs of JASA and the applicant's ability to meet the requirements of the job description but is expected to be in the \$20.00-\$25.00/hour range. Work will be conducted remotely from home and/or virtually, but there are significant in-person requirements. Applicants must reside in Alabama and be able to represent the JASA membership, most of whom are located in central and north Alabama. There are no benefits associated with this position. Start date is flexible but is expected to be around April 1, 2025.

Applications should include a resume' and written explanation (no more than one page) of why the applicant is interested in and qualified for this position. Providing at least one letter of recommendation is encouraged. Applications should be sent to HR@JASAweb.org by February 15, 2025, 5:00pm.

JASA's vision is to be the premier Japan-America Society in the U.S. that strengthens harmonious cooperation and understanding between the cultures of Japan and Alabama by providing exceptional and value-based experiences for JASA stakeholders in business, culture, education, and governmental affairs. JASA is a private, non-profit 501(c)(3) organization established in 1989. Additional information can be found at JapanAlabama.com. Questions can be directed to Mike Swinson, JASA Executive Director at Mike.Swinson@JASAweb.org.

JASA Assistant Director Job Description

- **Event Planning and Fundraising**
 - Plans and executes events and programs that support JASA's vision including
 - Annual Dinner / Business Forum
 - Samuel Ullman Award
 - Sakura "Cherry Blossom" Festival
 - Other seasonal events and festivals
 - Ability to develop content, solicit and secure sponsorships, implement marketing plans, generate ticket sales, and create other fundraising opportunities

- **Financial**
 - Creates and sends invoices for membership dues
 - Processes accounts receivable and accounts payable
 - Provides oversight of bank accounts
 - Supports the Treasurer in the preparation and reporting of the annual budget
 - Prepares budget reports for quarterly meetings with QuickBooks or similar financial tracking software
 - Ensures timely and accurate tax filings

- **Membership** – ability to maintain an accurate, up-to-date, and sortable membership list (spreadsheet), provide regular updates as necessary to the Executive Committee, seek membership growth opportunities, and complete new-member onboarding.

- **Outreach**
 - **External engagement** and support of Southeast U.S. (SEUS)-Japan and National Association of Japan America Societies (NAJAS)
 - **Website maintenance** – provide content that is timely and accurate, professional in appearance, relevant to the membership, and includes an events calendar
 - Prepare **monthly newsletter** content for JASA membership reflecting business, culture, education, and governmental affairs information from Japan and the southeast U.S.
 - Supports **culture/community events** that represent the Japanese culture to Alabama and support JASA's vision such as "Japan in a Suitcase", Japanese Language Club, Kayoubikai (Tuesday Night Dinner), Japan Night at the Movies, etc
 - Maintains an engaging **social media** presence
 - Creates and leverages **internship opportunities** with JASA for college students
 - Maintains a **Welcome to Alabama Guide** in print or digital format

- **Quarterly Board Meetings**
 - Schedules and makes arrangements for quarterly Executive Committee and Board meetings including securing off-site meeting facilities, invitations/RSVP's, meal arrangements, audio/visual arrangements, and virtual access
 - Sets agendas for Executive Committee and Board
 - Makes arrangements for special guests and presentations
 - Provides supporting material to attendees including minutes from previous meetings, financial reports, and other material related to the agenda.
 - Ensures all agenda topics are covered and takes minutes of the meeting

- **Administrative**
 - Based on membership, board, and committee input and endorsement, develops a **strategic plan** that reflects the JASA vision. Ensures the various elements of the strategic plan are completed during the year.
 - Ability to understand, implement, review and modify **by-laws**, and ensure compliance with the by-laws by members, Board members, Officers, and Committees.
 - Provides support as necessary to the various **JASA committees**
 - Solicits, prepares, submits, and administers **grants**
 - Maintains JASA **records and files** so they are organized, locatable, and meet customary retention requirements
 - Proficient in Word/Excel/PowerPoint (or Google version), email distribution, and graphics development
 - Maintains any JASA equipment, hardware, or other assets
 - Other duties as determined and assigned by the Board of Directors

- **Other knowledge/skills/abilities**
 - Must be able to legally drive on occasions to various locations within Alabama
 - Command of spoken and written English language is required.
 - Command of spoken and written Japanese language is a plus
 - Ability to speak clearly and confidently in large groups, small groups, or in one-on-one situations.
 - Ability to become familiar with the Japanese culture is required