



THE JAPAN SOCIETY OF BOSTON, INC.

50 Milk S. — Boston, MA 02130 — Office Tel 617/522-0740 — 617/522-0780

Info@JapanSocietyBoston.org — www.JapanSocietyBoston.org

NOW HIRING

Communications Manager, Part-time

Applications accepted until August 19, 2018

OVERVIEW

The Japan Society of Boston has facilitated cultural, business, and academic exchange between Japan and Boston for more than 100 years. The Society is growing and seeks a part-time team player who can contribute in many ways to our work. The communications manager will assist the executive director with a wide range of tasks, especially: producing clear, artfully designed, and consistent communication with our members and fans of Japan.

QUALIFICATIONS

- Two years' or more experience in a professional business setting, communicating with a broad constituency in text, print, verbal, and digital media.
- Advanced training in communications or related field. BA or MA is a plus but work history will be heavily considered.
- Working knowledge of web design and digital image production (Adobe, HTML, CSS, etc). JSB uses a variety of software that will need to be learned quickly.
- Experience with mass distribution digital and physical mail campaigns.
- Professional grade English ability. Japanese ability very helpful. Enthusiasm for Japanese culture is a must.

DUTIES AND RESPONSIBILITIES

- Communicate with JSB members and email list contacts through a variety of media.
 - Send emails about events and membership renewals.
 - Send printed letters thanking, following up, and promoting JSB activities.
- Post consistently on Facebook, Twitter, and other social media platforms.
- Oversee communication for membership drives.
- Answer some incoming phone calls to JSB (requires a smartphone).
- Answer some email traffic through info@japansocietyboston.org.
- Contribute to company website redesign.
- Contribute to company brochure designs.
- Communicate on behalf of executive director.
- Other duties as assigned and we encourage pursuing your own project ideas.

COMPENSATION

The communications manager will be paid hourly at a competitive rate commensurate with experience. The position is at-will and does not include health or retirement benefits, nor relocation expenses.

WEEKLY SCHEDULE

The JSB office is in Boston's financial district at 50 Milk St. The position will require an average of twenty hours per week. The employee will set their own hours upon consultation with and approval by the executive director. Some remote work is possible. It is expected that the employee will be available by smartphone sometimes, outside of their regularly scheduled work time. There are periodic evening and weekend events that will require their participation.

APPLICATION

- Submit to: mattkrebs@japansocietyboston.org
 - A resume and cover letter by email describing your background managing communications and your likely contribution to JSB and its members.
 - At least two written works. Essays, blog or social media posts, poetry, stories, letters, academic writing or any other genre is acceptable. We need to see how you communicate in writing. Please do not create new or revise existing work.
 - A two- or three-item digital portfolio sample, if available.
- Selected candidates will be interviewed by the executive director. Character references may be requested later in the application process.
- Deadline is August 19, 2018. The position is expected to begin by August 27, 2018. The final decision will be made only after all applications have been reviewed but review will begin as applications are received.

The Japan Society of Boston is an equal opportunity employer.