
JWLI ECOSYSTEM



CCJA Coordinator

Position Overview

The Japanese Women's Leadership Initiative (JWLI) and its related programs – the Champions of Change Japan Award (CCJA), the JWLI Bootcamp, the JWLI Scholarship, and the JWLI Ecosystem - are among the leading social entrepreneurship and innovation programs and are the only ones focused on woman-leading social change in Japan. The Fish Family Foundation, based in Boston, U.S. with a satellite office in Tokyo, has administered and funded all the programs above since 2006. CCJA was established in 2017 to shed light on unsung heroes of women leaders who work tirelessly to address the most pressing needs in their communities.

The CCJA Coordinator must be a dynamic, well-connected professional who is passionate and committed to advancing women-leading social change in Japan. Reporting to the Japan Program Manager based in Tokyo, the Coordinator is responsible for all aspects of CCJA to ensure its success. Building upon 2021's successes, the coordinator will mobilize JWLI alumni and leverage their expertise and resources to engage the JWLI Ecosystem community, solicit nominations widely, create buzz on social network sites, and promote the award ceremony.

Key responsibilities include managing the nomination and selection process and organizing an in-person award ceremony with live-streaming. The Coordinator reports directly to the Japan Program Manager and works closely with the Japan Program Founder and the Director of Japan Program in Boston.

Duration: Year-round

Start Date: no later than April 1, 2022

Location: Japan – The Coordinator can work remotely and is expected to work at the Japan Office (Toranomom, Tokyo) when necessary.

Duties and Responsibilities

Specific responsibilities include, but are not limited to:

- Form an alumni committee and work closely with it to conceptualize CCJA 2022 and leverage its expertise.
- Prepare and maintain a yearly timeline ensuring CCJA remains on schedule from the nomination process through post-ceremony follow-up.
- Manage the entire nomination process. Minimum 150 nominations including alumni nominations of 50.
- Manage the selection process and maintain close communication with the selection committee.
- Organize an in-person award ceremony with live-streaming, working closely with an event/live-streaming expert (to be hired) and coordinating live-streaming technical staff (to be hired) with CIC Tokyo as a venue option. Minimum 150 attendees.
- Facilitate all communications with media, nominators, selection committee members, awardees as well as the JWLI alumni.

- Create buzz for nominations and the award ceremony and work closely with the Alumni Committee: press releases, articles, social network posts, individual approaches, events, etc.
- Update the nomination form and enhance the website/social media nomination platform.
- Engage supporters for nominations and the award ceremony (past nominees, nominators, attendees etc.).
- Onboard new CCJA awardees for continued engagement.
- Design a system to ensure steady pipelines of nominations.

Qualifications and Skills

The Coordinator must have strong commitment to the advancement of women-leading social change in Japan and JWLI's credo of open, positive inclusive. In addition to being bicultural and bilingual in English and Japanese, this position must be culturally sensitive and flexible to leverage and maximize her/his biculturalism for the impact of the programs.

Other qualifications include:

- Strong relationship-building and communication skills, with stakeholders ranging from women leaders to government authorities.
- Valuable team player – hard-working, reliable, can lead and follow, while maintaining a sense of humor.
- Excellent organizational and administrative skills with ability to manage multiple long/short-term projects.
- Ability to self-direct and anticipate problems and needs.
- A native-level Japanese speaker and fluent in English.
- Familiarity with online communication technologies and social media platforms.
- Ability to prioritize and remain flexible in a fast-paced environment.
- Understanding of the social sectors in both the U.S. and Japan is a huge plus.
- Due to the time difference between Japan/USA, this role will require working outside of regular business hours (e.g., early morning, late evening, and weekends).

The Coordinator is a part-time position with a flexible schedule (75 hours per month / 2 to 3 days per week). Compensation includes a competitive salary.

To Apply

Email a resume, cover letter, and a reference list in English and Japanese (exceed no more than 4 pages total) to Yuki Kusano, Japan Program Manager at yuki@fishfamilyfoundation.org. Applications are accepted on a rolling basis. Interviews will be done online.