

Corporate Program Coordinator

About Hands On Tokyo

Hands On Tokyo (HOT) is a legally registered Non-Profit in Tokyo. Our mission is to mobilize and empower the Tokyo Community to meet pressing social needs in our city through bi-lingual Volunteers services. We are the leader in Tokyo in this area. To learn more about our work, please visit www.handsontokyo.org.

About the Corporate Program Coordinator Position

HOT is looking for a Corporate Program Coordinator. The Corporate Program Coordinator will primarily oversee the design, coordination, implementation and delivery of HOT corporate programs. The Corporate Program Coordinator will report directly to the Program Manager and will work directly with corporate CSR leaders and CEO's. This is an exciting opportunity for an individual with private sector and/or non-governmental organization (NGO) experience who is passionate about volunteerism and community service.

Roles and Responsibilities

The Corporate Program Coordinator will be responsible for the following:

- Establish and maintain communication with Corporate Partner client CSR executives
- Collaborate with Corporate Clients in designing programs for corporations, structuring contracts and agreements, and implementing the delivery of corporate volunteer programs.
- Coordinate program timing and resource requirements working with recipient community partners.
- Design corporate programs management tools to ensure assessment and timely completion of program deliverables
- Develop new corporate partner organizations in coordination with Community Coordinator
- Communicate proactively with other staff and provide assistance to the team for HOT events

Skills, Experience and Qualifications:

- University graduate with minimum 3-5 years' working experience or more.
- Passionate about volunteerism and shares HOT's belief that volunteering can make a positive impact on individuals and improve areas of social need in Tokyo.
- Proven ability to communicate, persuade and influence when both speaking and writing, including public speaking.
- Proven ability to manage a complex, varied and demanding workload and to prioritize effectively.
- Competence in leading business meetings with mid-level Japanese Executives.
- Proven ability to independently lead volunteer projects with groups of corporate volunteers.
- Fluency in spoken and written Japanese and English.
- Competence in using standard IT applications including Word, Excel and PowerPoint.

Salary and benefits

- Salary Range (3.5 – 4million per annum)
Commensurate with experience
- Transportation fully reimbursed
- National Health Insurance and Pensions for Full-time position
- Paid Holidays

Application

If you are interested in the position, please send your resume with a cover letter

to: recruitment1607@handsontokyo.org