

## Osaka YMCA Global Department Part Time Administration and Program Coordinator

We're hiring! Osaka YMCA Global Department is looking for a part-time admin and program assistant. Find out more by reading the job information below. The successful applicant must enjoy working with young people and international stakeholders and be willing to learn new skills.

- Hours: 21hrs per week (some additional hours during busy period)
- Hourly rate - ¥1300 - ¥1500 depending on experience
- Travel Expenses - Up to ¥1000 per day
- Office Location: Tosabori, Osaka
- \*Flexible hours and opportunity to work some days from home

Key responsibilities:

- Leads program participants during program times
- Provides administration support to global programs and support services
- Provides translation support \*depending on language ability
- Creates and manages Global SNS content
- Assists with sales and marketing of Global services

Required skills:

- Language proficiency: Strong English and Japanese (business to native level)
- Admin: Proficient in Word, Excel, Mail, Powerpoint, Google suite
- Basic coordination skills
- Communication: able to deal with a variety of stakeholders from different culture backgrounds
- SNS marketing, basic video production skills desirable

Please send your resume & cover letter to [global-engagement@osakaymca.org](mailto:global-engagement@osakaymca.org) by 5:30pm, April 15th . Interviews commence from April 18th.

For further inquiries contact: Dominic Pangrazio, Managing Director, Global (Osaka YMCA): 06 6441-5088

### Global Department

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