



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Japanese Outreach Educator</b>
<b>Classification:</b>	<b>Non- Exempted by Contract</b>
<b>Compensation:</b>	<b>\$25/hr</b>
<b>Schedule:</b>	<b>Average of 20- 25 hours per week; required to work some evenings and weekends</b>
<b>Reports to:</b>	<b>Director of Education &amp; Outreach</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

The Japanese Outreach Educator will collaborate and lead a variety of in-person/online programming with the Education and Outreach department for underserved communities in the greater Houston area. The goal of all programming is to increase participant understanding and awareness of Japanese culture, sparking curiosity, developing cultural empathy, and inspiring continued learning. Programs will include interactive, hands-on educational workshops, professional development sessions for community partners, roundtable discussions, networking opportunities, and more. This position will focus on developing relationships, partnerships, and programming with underserved schools and community organizations.

### RESPONSIBILITIES:

The Japanese Outreach Educator will collaborate with the Education Department staff to develop programming ideas and connect with community partners. In addition to the list below, the new Educator will have significant input in developing their own ideas for outreach projects. The initial responsibilities include:

- Provide a series of interactive, hands-on educational workshops for students in the greater Houston area, including an opportunity for virtual exchange connectivity with schools in Japan
- Conduct continued learning events for adults such as sushi-making workshops, Kabuki theater demonstrations, tea ceremonies.
- Create and lead a new series *Meet and Mingle: Japan* on topics of performing arts, business and policy, and art discussions related to Japanese culture
- Create and lead presentations on Japanese culture for university and community college students for International Education Week, APAH Month, etc.
- Develop and facilitate workshops on Japanese culture for teens



- Collaborate with the Consulate General of Japan in Houston for programming support, including a food series, movie nights, etc.
- Create a robust Japanese architecture tour and workshop for Asia Society students and adults
- Facilitate a Japanese business etiquette workshop

#### **QUALIFICATIONS:**

- Extensive experience with Japanese culture
- Fluency or advanced proficiency in Japanese language
- Moderate to advanced skills in Microsoft Office Suite
- An understanding of how to facilitate engaging learning experiences, both in-person and online
- Commitment to values of equity, diversity, and inclusion
- Ability to work in a fast-paced environment, adhere to deadlines, and demonstrate flexibility in meeting shifting demands and priorities

#### **PERSONAL CHARACTERISTICS:**

- Good oral and written communications skills
- Strong presentation and facilitation skills
- Self-starter, with strong ability to set priorities and manage multiple tasks
- Willingness to interact with the public in a professional, courteous, and fun manner
- Ability to work collaboratively with various teams on joint projects
- Willingness to take on tasks outside of typical job duties
- Organized and accurate, with attention to detail

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The employee must be comfortable traveling within Houston to conduct outreach, thus must have reliable transportation.

The noise level in the work environment is usually moderate.

#### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.



**HOW TO APPLY:**

Please email your cover letter and resume to: [HRDept@asiasociety.org](mailto:HRDept@asiasociety.org). Indicate job title in the subject line.

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.*

*Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.*

*We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*