



JMEC Seeking Assistant Program Director

The Japan Market Expansion Competition (JMEC), a business training program focused around a business plan competition, is seeking an Assistant Program Director.

The Assistant Program Director reports to the JMEC Program Director and responsibilities include assisting with the annual recruitment of participants and project clients, updating of existing and creation of new promotion materials and Web site content, record keeping, assisting with the planning and execution of lectures and events, and helping maintain good relations with JMEC-supporting chambers of commerce, alumni and other JMEC stakeholders.

The Assistant Program Director is expected to devote 20 hours per week of JMEC working time, but working hours are generally flexible and based on working from home. JMEC has its office address at The Executive Center (TEC) in Shibuya, and the Assistant Program Director can use and work in the business lounge of TEC from time to time if desired. The person is expected to be self-driven and able to work independently, under the guidance of and in cooperation with the JMEC Program Director.

JMEC is an English language-based program and proficient spoken and written English skills are essential for this position. Japanese language skills are a plus but not a requirement.

To apply please submit your CV and statement of interest in English (marked "confidential") by February 28, 2022, by email to trond@jmec.gr.jp

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