



ASHINAGA
あしなが育英会

Ashinaga Foundation

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@AshinagaGlobal

**Graduates and Alumni Coordinator
Ashinaga Foundation (Tokyo)**

The Ashinaga Foundation is an NGO based in Tokyo that strives to provide educational and emotional support to young people who have experienced the loss of one or both parents. In 2001, Ashinaga expanded beyond its domestic activities and now supports a global community of disadvantaged young people with a focus on sub-Saharan Africa through the Ashinaga Africa Initiative (AAI).

The Graduates and Alumni Team (GAT) is a newly created team within the AAI that aims to develop and sustain positive relationships between graduates/alumni and Ashinaga, Ashinaga Scholars and the wider Ashinaga network. Additionally, GAT aims to monitor and collect data on graduates and alumni to support AAI fundraising and Monitoring and Evaluation.

2019 was the first year the AAI had graduates. As the AAI program grows, the number of graduating Scholars is growing every year, with the projection of approximately 100 graduates by 2023. Having a fully functioning graduates and alumni program and will be key in ensuring AAI graduates and alumni can continue to engage meaningfully with Ashinaga and that we can track their impact on sub-Saharan Africa and the world at large.

General	<p>Start Date: From October 15th 2020 onwards</p> <p>Location: Chiyoda-ku, Tokyo, Japan</p>
Duties	<p>We are looking for a Graduates and Alumni Coordinator to join our team based in Tokyo. As a member of the Graduates and Alumni Team, your duties would entail:</p> <ol style="list-style-type: none"> 1 Alumni Relations <ul style="list-style-type: none"> ✓ Developing and implementing a robust graduates and alumni engagement strategy. ✓ Devising and supporting the delivery of creative and innovative methods of engaging with graduates and alumni. ✓ Creating content for the graduate/ alumni facing side of Ashinaga community Platform, the 'Ashinaga Portal', as well as other graduate/ alumni facing platforms. ✓ Communicating initiatives, updates and opportunities to graduates and alumni. ✓ Overseeing select graduates and monitoring their fulfilment of AAI requirements. 2 Reporting, Data Management, Monitoring Evaluation & Learning <ul style="list-style-type: none"> ✓ Collecting, logging and reporting graduate/ alumni data to appropriate Ashinaga teams. ✓ Quantitative and Qualitative data analysis of graduate/ alumni related surveys for reporting back to GAT or appropriate Ashinaga teams. ✓ Working with MEL team and other Ashinaga teams as required. 3. Other tasks <ul style="list-style-type: none"> ✓ Supporting other areas of Ashinaga's work when necessary, including fundraising and Japanese students' Tsudoj, ✓ Undertaking other tasks assigned by the organization.

Requirements	<p>Mandatory</p> <ul style="list-style-type: none"> ✓ English (native or fluent) ✓ Bachelor's degree ✓ At least two years of relevant work experience ✓ Experience of working for students and/or alumni communities ✓ Data management skills ✓ Familiarity with communicating through a range of platforms including MailChimp, Facebook, LinkedIn, WhatsApp ✓ Interest and knowledge in sub-Saharan Africa ✓ Communication skills, particularly with students ✓ Ability to organize, prioritize and multi-task independently ✓ Willingness and ability to travel domestically and internationally ✓ Understanding of the mission and purpose of the AAI and the underlying values of the Ashinaga Foundation <p>Preferred</p> <ul style="list-style-type: none"> ✓ French (native or fluent) ✓ Relevant Masters degree ✓ Experience organizing and delivering events ✓ Previous experience and connection to the continent of Africa ✓ Previous work experience in Japan
Benefits	<p>Salary</p> <ul style="list-style-type: none"> ✓ Starting from ¥3,960,000 for the first year; salary commensurate with experience. ✓ One-year contract: Contract may be renewed upon discussion. <p>Other Benefits</p> <ul style="list-style-type: none"> ✓ Economy class flight to Japan from the country of residence (at the beginning and end of your employment with Ashinaga), weekly Japanese lessons, work-related travel expenses, inclusion on an employee insurance program, 20 paid holidays per year (excluding national holidays and weekends)
How to Apply	<p>To apply, please submit your CV/ resume and a one-page cover letter by 30th June 2020 to:</p> <ul style="list-style-type: none"> • Chieko Nanayama (nanayama.c@ashinaga.org) • CC: Hector Bagley (bagley.h@ashinaga.org)
Contact	<p>Ashinaga Foundation Ashinaga Africa Initiative Sabo Kaikan 4 F, 2-7-5 Hirakawa-cho, Chiyoda-ku, Tokyo 102-8639, Japan</p>