

Job Title: Program Manager
Location: Tokyo, Japan & remote
Contract Type: Flexible

About Mirai no Mori

Mirai no Mori is a non-profit organization dedicated to empowering marginalized youth in Japan through life-changing outdoor programs. We create safe, supportive environments where children can learn, grow, and build resilience for a better future.

Position Overview

We are seeking a passionate and organized Program Director to oversee the planning, logistics, and execution of our regular outdoor programs for the children we support. This role involves managing regular one-day programs and residential programs in the winter and summer. The Program Manager will also be responsible for continuous improvement of these activities, ensuring they meet the needs and goals of our organization and the growing community we support.

Key Responsibilities

Program Planning and Execution:

- Organize and oversee one-day programs twice a month in the Kanto area, ensuring they are well-prepared and meet the needs of participants.
- Coordinate the logistics and execution of the winter weekend residential program.
- Lead the planning and management of the Summer Camp residential program, from initial preparation to post-event evaluation.
- Develop and refine program activities to enhance the impact of our mission.

Logistics Management:

- Coordinate transportation, accommodation, meals, activity materials and other logistical needs for all programs.
- Manage budgets for each program, ensuring cost-effectiveness while maintaining high-quality experiences for participants.
- Ensure all programs comply with safety and risk management standards.

Stakeholder Coordination:

- Collaborate with volunteers, staff, and external partners to ensure smooth program operations.
- Maintain clear communication with care homes and program partners to ensure participant needs are met.

Continuous Improvement:

- Collect and analyze feedback from participants, staff, and volunteers to identify areas for improvement after each program
- Implement changes to enhance the quality and impact of each program.
- Stay informed about best practices in youth development and outdoor education to keep programs innovative and effective.

Requirements

Experience and Skills:

- At least 3 years of experience in program management
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups.
- Experience in outdoor education, youth development, or related fields is highly desirable.
- Fluency in Japanese and English.

Organization Fit:

- Passion for the mission and values of Mirai no Mori.
- Ability to work collaboratively in a resource-constrained environment, demonstrating flexibility and creativity.
- Commitment to ethical practices and a high level of integrity.
- Physical endurance and availability to participate in outdoor activities, including overnight stays during residential programs.

Workplace Environment

- Majority remote working style and flexible work schedule
- Collaborative and friendly team with international mindset
- Regular interaction with the children we support in the outdoors

Join us in making a lasting impact on the lives of marginalized youth in Japan!