

JOB DESCRIPTION	
Department: Board/Association	
Position: Association Coordinator (Interim)	<u>Reporting to:</u> Hierarchical: General Director Functional: MSFJ Board <u>Number of direct reports:</u> N/A
Duration: Approx. 9 months (July 2025 – March 2026)	
Working hours: Full-time (40 working hours per week)	
Job Grade: C	

Purpose of the position

MSF Japan operates as an association. Association members joined the association of MSF Japan. Based on the criteria of Association membership, they are collectively the owners of MSF Japan association. This membership is more than an involvement in a mission - it also allows for an active participation in the MSF organization. The Board has decided to put increased effort into actively encouraging the involvement of returned volunteers and the development of the associative spirit in MSF Japan.

Members of the association contribute to association meetings and take part in the Annual General Assembly of MSF Japan where the activity of the Tokyo office is reviewed, policy is debated, and board elections are held. Members are eligible to stand for board election of MSF Japan. There are many ways in which the members can contribute and be involved with MSF Japan and the aim of this position is to improve the engagement of association members.

Under the direct supervision of the board of MSF Japan with the help and the day-to-day management of the General Director, the Association Coordinator will work in close collaboration with the MSF Japan association committee, the Board, various association groups and members, and MSF Japan executive office.

As the current Association Coordinator will be on field assignment, this interim role ensures continuity and delivery of MSF Japan's association priorities. The Coordinator will work closely with the Board, Association Committee, and members to foster engagement, deliver planned activities (including the 2026 General Assembly), and contribute to national and international associative collaboration. The role supports MSF Japan's strategic direction and contributes to MSF's broader movement through meaningful discussions, innovation, and inclusivity within the association.

Objectives

1. Foster a vibrant and inclusive associative culture.
2. Support meaningful, high-quality discussions that contribute to the MSF movement.
3. Assist in the implementation of short- and long-term plans aligned with MSF Japan's strategic direction.
4. Collaborate with associative coordinators globally to enhance coordination and shared learning.
5. Serve as a bridge between association members, the Board, and the executive team.

Requirements of the position

Based in Japan (Commutable to MSF Japan Office in Waseda) with international travel (estimated travel up to 10%) and domestic travel (estimated travel up to 10%)

Main Responsibilities

General:

- Contribute to shaping the strategic direction of MSF Japan association
- Accountable for delivering agreed objectives on time and on budget
- Exemplify by his/her actions the spirit of the principles and mission of MSF

Main Duties:

Association Strategy and Policy Implementation:

- Contribute to the execution of ongoing association strategies and action plans, ensuring alignment with the Board/Association's priorities.
- Support the implementation and internal communication of membership reforms (e.g., office staff inclusion, revised membership categories).
- Advise the Board and Association Committee on associative matters, including risks, opportunities, and budget considerations.

Membership Management and Digitalization:

- Oversee membership registration, records, and general administration, while initiating digital tools for improving access and user experience.
- Coordinate onboarding and support for new and potential members, including IMS and office staff.
- Propose and begin digital streamlining of processes, such as application forms, communication flows, and engagement tracking.

Member Engagement and Event Coordination:

- Organize inclusive events that appeal to a diverse member base (e.g., casual meetups, regional gatherings, thematic online discussions).
- Facilitate communication via e-newsletters, Circle, and other platforms, keeping members informed and engaged.
- Prepare and support Association Committee meetings, and ensure associative input into board discussions.
- Act as a connector between members, the Board, and the office to maintain trust and transparency.
- Support preparations and facilitation of the 2026 General Assembly (as a key event, not the central task).

Regional and International Coordination:

- Maintain MSF Japan's participation in international associative platforms (e.g., APAC, Asso Network), including monthly sharing and co-hosted events.
- Represent MSFJ in relevant global discussions and highlight key topics from the Japan context.
- Continue support to MSF Korea and other regional partners in developing their associative platforms.

Qualifications and requirements

Essential

- Demonstrated ability and experience to manage projects or groups of people in an inclusive manner
- Commitment to and deep understanding of MSF and humanitarian principles
- Excellent diplomatic and intercultural communication skills
- Strong written & oral communication skills
- Positive, energetic and able to motivate members and volunteers to be involved in the Association
- Experience in working autonomously and taking initiative.
- Skilled in event planning and management
- Experience in project management
- Comfortable using digital platforms and social media tools (or willing to learn)
- Strong interpersonal skills and strong networking abilities
- Effective computer Skills (Word, Excel, Power Point)
- Fluency in Japanese and English (oral and written)

Desirable

- MSF field experience
 - Previous work experience in an international organization / corporation
 - Association Coordination experience in international NGO/NPO
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Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

Other Conditions

- Salary to be defined as per MSF Japan Salary Scale
- Social insurance coverage: Japanese government insurance (Health Insurance, Welfare Pension, Employment Insurance and Workers' Accident Insurance)
- Holiday: Saturday, Sunday, Japanese national holidays, and any other days specified by MSF Japan

Application documents (Please send all these documents)	1. CV, with your photo if possible (in English) 2. Motivation letter (in English) 3. 履歴書（和文・できれば写真付） 4. 職務経歴書（和文） 5. 志望動機書（和文）
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	May 11, 2025
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate.