

JOB DESCRIPTION	
Department: Communications	
Position: Youth & Events Officer	<u>Reporting to:</u> Public Engagement Manager <u>Number of direct reports:</u> N/A
Duration: Open-ended	
Working hours: Full time (40 hours/week)	
Job Grade: B	

Purpose of the position

Under the direction of the Public Engagement Manager and the supervision of senior officers in the Public Engagement Team, the officer leads youth engagement initiatives (junior and senior high school students), event management, and external collaborations to expand MSF Japan's reach and engagement.

Objectives

To increase MSF Japan's reach, awareness, and engagement in Japanese society through face-to-face and online activities, including, but not limited to, event and other public engagement activities.

To increase engagement among youth, expand events and partnerships, and strengthen operational delivery through volunteer and stakeholder coordination.

- To increase awareness and engagement among younger generations, particularly junior and senior high school students
- To expand MSF Japan's presence through events, collaborations, and exhibitions
- To strengthen engagement opportunities through structured and scalable event formats
- To enhance operational capacity through effective volunteer management and stakeholder coordination

Requirements of the position

Based in Tokyo (Commutable to MSF Japan Office in Waseda), able to travel within Japan on short notice.

Main Responsibilities

1. Youth Programme Development (Junior & Senior High School Students)

- Lead the planning and implementation of programmes targeting junior and senior high school students outside the formal school curriculum.

Note: In-school lectures and teacher-focused programmes are managed by another staff member.

- Develop and manage events and workshops linked to inquiry-based learning (e.g., 探究学習).
- Participate in and expand MSF's engagement in existing youth programme.
- Identify opportunities and develop new programmes to enhance MSF's engagement with youth audiences.

2. Event Management and Expansion

Note: New event planning and development are led by another staff member; this role focuses primarily on the management of existing events.

- Lead the implementation and delivery of MSF Japan's existing events, in close collaboration with the External Events Senior Officer.
 - Execute collaborative events with external partners.
 - Lead the delivery of events, including coordination, execution, and post-event follow-up.
 - Lead communication efforts to promote events and drive participation.
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3. External Exhibitions

- Create exhibition opportunities with external organizations (including companies, educational institutions, and local community organizations) using existing MSF materials
 - Promote and expand exhibition opportunities
 - Coordinate exhibition operations and ensure quality control
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4. Volunteer Management (Event-related)

- In close collaboration with Community Engagement Senior Officer, manage volunteers engaged in events
 - Oversee the full volunteer management cycle, including:
 - Interviews and selection
 - Pre-event briefings and training
 - Shift planning and coordination
 - On-site management during events
 - Administrative processes (e.g., transportation reimbursement)
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5. University Engagement (Event-related)

- Support student-led events and exhibitions in collaboration with Community Engagement Senior Officer
 - Coordinate participation in university festivals and similar events
 - Travel when necessary to support major student-led initiatives
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6. Team Support and Cross-functional Collaboration

- Provide support to other Public Engagement team members as needed, including:
 - Education programme for 5th and 6th graders ([世界といのちの教室](#)), and digital educational materials for schools
 - Programme support activities, including travel as required to support nationwide implementation.
Note: This programme is managed by another team member; this role provides support as needed.
- Collaborate closely with Communications and other departments to ensure synergy across activities.
 - Contribute to cross-departmental initiatives when required.
 - Support the Public Engagement Manager, External Events Senior Officer, Community Engagement Senior Officer, and other team members in the execution and coordination of activities within their respective areas of responsibility.
 - Work closely with others in the Communications department to create synergy and consistency in Communications' activities.
- Conducts pre-departure briefing and post-return debriefing for Japanese field workers in rotation with other staff.
 - Pre-departure briefing: Explain communication guidelines.

- Post-return briefing: Interview field workers about their activities in the field, compile and share memos, and explore possibilities for use in communication activities.
- While the above will be the primary duties during the first year, as the officer becomes accustomed to the work, he/she is expected to develop a wide range of skills while providing support for events, and volunteers management.

Qualifications and requirements

Essential

- Genuine interest in and commitment to MSF's medical humanitarian principles
- Willingness and ability to travel nationwide within Japan
- Understand, or a strong interest in, youth engagement and the education sector
- Minimum of 5 years of professional experience, including at least 3 years of relevant experience
- Experience working in a diverse organizational environment
- Strong interpersonal and communication skills, with the ability to work collaboratively as part of a team
- Proven ability to coordinate and work effectively with multiple stakeholders, including external partners and volunteers
- Strong facilitation, presentation, public speaking, and business writing skills in Japanese
- Business-level English proficiency (reading, writing, and participation in internal meetings)
- Experience in planning, coordinating, and delivering projects and events
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet tight deadlines
- Creative thinking and problem-solving skills
- Proficiency in standard computer applications (Word, Excel, PowerPoint and on-line meeting tools such as Teams and Zoom)

Desirable

- Good understanding of, or experience in, MSF field activities
- Experience in event management, marketing or promotional activities, communications, or public relations
- Experience in partnership development and external collaboration
- Familiarity with digital tools and social media
- Experience working in a large organization or in a corporate environment
- Sales experience in a corporate environment is an asset
- Experience working as a volunteer or with volunteers
- Adaptability to work in an environment that values open communication, as well as in a diverse organizational culture
- Curiosity and a willingness to learn and explore new ideas

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)	<ol style="list-style-type: none">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	July 20, 2026
Note	Only short-listed applicants will be contacted. We will close the position as soon as we find the best candidate.