

募集要項

コミュニケーションスペシャリスト (非常勤 / 業務委託契約)

広報およびマーケティングコミュニケーションズ部門のスペシャリストを募集します。メディアを活用したPR/マーケティングコミュニケーション活動を通じ、本校に対するポジティブなイメージの形成・維持を担っていただきます。本職については、日本語ネイティブスピーカーかつ会話・文章作成における流暢な英語力を持つ方でのみの募集となります。

また本職は、マーケティング&コミュニケーションディレクターおよび本校代表理事の管轄の下、下記の業務を担当していただきます。:

広報およびマーケティングコミュニケーション

- 本校全体のコミュニケーション戦略に合致したPRの機会を積極的に特定
- 主要なターゲットメディアとの良好な関係の構築ならびにメディアの問い合わせへの対応
- 本校および本校代表理事の代理として、メディアの取材や関連イベントのコーディネートを行う。(メディア等との渉外業務を含む)
- 資料の発表前のレビューと校正内容の提案(可能な範囲で)
- プレスリリースおよび校内外向けの記事等関連資料の執筆と制作
- 日本語版ウェブサイトのコンテンツ執筆および校正
- 本校ブログへの日本語記事の執筆
- メディア取材時において生徒や教職員に適切な支援を提供し、記事を通じた本校のポジティブなイメージの維持に資する
- アドミッションズチームやディベロップメントチーム、サマースクールチームの日本語における校外コミュニケーション活動を随時支援

代表理事の講演会対応

- 講演会の依頼にあたり、代表理事、代表理事付きエグゼクティブアシスタントと連携しながら、主催者とのコーディネートや交渉を行う。
- 講演会の発表スライドおよび関連資料の作成と準備
- 講演会に関連した経理業務(例: 予算管理および請求書作成)

勤務時間

- 週15-20時間。軽井沢勤務が望ましいが、定期的な軽井沢キャンパスへの出張を伴うリモート勤務の形態も検討可能。勤務時間やその他の条件相談可能。

報酬および雇用形態

- 雇用形態は業務委託契約となります。報酬は経験により決定させていただきます。

応募資格

- UWC ISAKのミッションや価値観に共感できる
- PRおよびマーケティングコミュニケーション(またはいずれか一方)の業務経験者
- 会話および文章作成を円滑に行える日本語および英語レベル
- Office Suiteやプレゼンテーション作成ソフトなどの操作を含む一般的な事務作業スキル
- ファクトベースかつクリエイティブな文章作成スキル

求める人材像

- グローバルマインドで多様性のある組織の勤務に関心がある
- 業務を自ら率先し、自立して進めることができる
- 優れたコミュニケーション能力、ポジティブなマインドセットを持つ
- 優先順位を考え、効率的に計画できる
- 多くの支援者により築かれてきた本校のユニークな資産や評価を尊重する
- スピード感があり常に変化する職場環境への適応能力と関心を持つ

応募方法

- 1 - 本フォームにご記入の上、送信ください。 <https://forms.gle/jgv8TVn6U7Btu34K7>
- 2 - 職務経歴書(英語)を communications@uwcisak.jpまで電子メールにてお送りください。
 - 提出期限: 採用者が決定するまで
 - 勤務開始日: 4月1日またはそれ以前(応相談)

GENERAL INFORMATION

UWC ISAK JAPAN CORE VALUES

A Shared UWC Mission

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.

Our Distinct Identity

At UWC ISAK Japan, we empower each other to be transformational leaders who explore new frontiers and make a positive impact today and in the future.

We believe not only in the power of education, but also in the power of young people to become catalysts for positive change. We aim to create an environment where students learn to understand and appreciate different perspectives, challenge themselves academically and emotionally, and develop their innate potential as change-makers who can identify what is most important and needed, take action in the face of discomfort, use diversity as a strength, and support others in this practice.

Our Motto

Our school motto reflects our hopes for and dedication to all UWC ISAK Japan students as they journey through one of the most important and exciting times of their lives.

One Life. Realize Your Potential. Be a Catalyst for Positive Change.

Leadership Education at UWC ISAK Japan

Part of our distinct identity as a UWC is our focus on leadership, specifically leading ourselves and leading with others.

We believe in transformational leadership.

Who is a transformational leader?

A transformational leader is someone who consistently identifies what is most important and what is needed, takes action in the face of discomfort, uses diversity as a strength, and supports others in this practice. With continuous practice, a transformational leader creates positive change within self and the community at large.

A transformational leader consistently applies these foundational skills of leadership:

- Awareness: Deeply observes oneself and the environment, and understands what is important for self and the greater good.
- Connection: Empathizes with members of a community, understands their diverse potentials and values, and supports them towards a common goal.
- Action Taking: Steps out of one's comfort zone to courageously bring ideas to life.
- Self-Discipline: Responds positively to challenges with measured reflection, growth mindset, resilience and optimism.
- Creativity: Generates innovative ideas and questions and builds upon those of others

Leadership is a practice.

Leadership is not a position or status that a selective group of people earn, whether by the virtue of their economic or social position in society or their innate demeanor or personality. At UWC ISAK Japan, we believe that leadership is a practice. This practice is integrated into our curriculum, and we believe that with practice, individuals can grow and integrate the essential skills of leadership.

About UWC

Founded in 1962, UWC (United World Colleges) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future. UWC comprises schools and colleges in 18 countries, with national committees and selection contacts in more than 158 countries. UWC fosters a lifelong commitment to social responsibility, and to date has inspired a network of 60,000 alumni who believe it is possible to work for positive change.

The majority of students attending UWCs are selected by UWC national committees. In support of the belief that education should be independent of a student's ability to pay, 70% of national committee selected IB Diploma students receive full scholarships. The UWC movement places a high value on experiential learning, outdoor education, service and other

cultural understanding, alongside the academically challenging International Baccalaureate Diploma Programme (IBDP).

About UWC ISAK Japan

UWC ISAK Japan is Japan's only full-boarding international high school and the newest member of the United World Colleges movement. Following the Japanese school system, UWC ISAK is a three-year high school, with all students in grades 11 and 12 following the IB Diploma Programme curriculum. The school is accredited by the Japanese Ministry of Education (MEXT) and all graduates receive a Japanese high school diploma. Currently approximately 200 students from nearly 80 countries attend UWC ISAK Japan, with 70% of students receiving full or partial need-based scholarship support. 30% of enrolled students are Japanese, with the remaining 70% coming from homes outside of Japan.

Location

Karuizawa is located in Nagano Prefecture, home to the 1998 Winter Olympics and fondly referred to as the "Roof of Japan." Karuizawa has been attracting an international mix of visitors since the late nineteenth century. The mountainous climate keeps Karuizawa cool and comfortable during Japan's summer months, making it a popular escape from Tokyo's heat and humidity. Karuizawa experiences four seasons with regular snow in the winter which generally lasts from early December through February. Monthly temperatures average between 21 and -5 throughout the year.

While the full-time population of Karuizawa is around 20,000, the population of the town increases dramatically during the summer tourist season. From Tokyo, it takes approximately 70 minutes to reach Karuizawa station on the Shinkansen (Japanese bullet train).

Karuizawa is a favorite destination for outdoor enthusiasts and offers year-round recreation including hiking, cycling, tennis, golf and skiing. In addition, a vibrant arts & crafts scene includes art galleries and museums, a performing arts center, a symphony hall, and a community symphony. There are also many good restaurants with wide ranging cuisines, a large upscale outlet mall with designer shops, a variety of onsen hot springs and a local volcano, Mt. Asama.

UWC ISAK Japan is located on the outskirts of Karuizawa, in a quiet residential community and the school is not within easy walking distance to a train station or a large supermarket. Schooling options for faculty children are limited to the local public schools where all instruction and communication is in Japanese. We are not able to guarantee admission to UWC ISAK for faculty children in grades 10-12 or to guarantee scholarships if faculty children are admitted.

For more information about the town of Karuizawa, please go to the following website:

<http://www.japanvisitor.com/japan-city-guides/karuizawa-guide>