



## Parent Liaison Officer (Japanese)

**Work in a diverse international school**

### Job Information

#### Hiring Company

[Harrow International School Appi](#)

#### Subsidiary

Harrow International School Appi, Japan

#### Job ID

1496934

#### Division

Boarding / Marketing

#### Industry

Education

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Iwate Prefecture, Hachimantai-shi

#### Train Description

Tohoku Line4, Iwateka waguchi Station

#### Salary

4 million yen ~ 4.5 million yen

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Work Hours

40 per week

#### Holidays

Weekends plus 40 days per year (including national holidays)

#### Refreshed

October 4th, 2024 11:56

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 50%)

#### Minimum Japanese Level

Native

**Other Language**

Chinese (Mandarin)

Chinese would be helpful but is not a requirement

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

**Job Description**

## Duties and Responsibilities

Parents Communications

- To support with interpretation during parent meetings, and translation for parent communication.
- To support with schedule of webinars to parents.
- To support with interpretation in boarding houses and academic meetings where necessary, particularly during meetings with students where outcomes need to be clear.
- To develop good relationships with parents and liaise with the Friends of Harrow to gauge to satisfaction and feedback of parents.
- To support with the administration around parent communication, including logging enquiries, concerns, and complaints.
- To filter and sign post correct communication procedures and channels.
- To develop the mechanisms to produce a monthly Parent Communications Report drawing on feedback from academic support staff, parent communication lines, admissions staff, and FOH.
- Measurement and evaluation of communication activities to constantly improve and drive effectiveness.
- To develop an outreach programme for current parents alongside the marketing team.
- To support with onsite parent events, and to help coordinate end of term events for parents.
- To help develop local opportunities for boarding visits.
- To support with pastoral and academic administration activities.

Crisis Communication

- Anticipate and advise on potential issues.
- Develop plans to attenuate and manage issues.
- Support with parent communications in times of crisis.

## Benefits

- Free annual ski lift pass
- Free rental of ski/snowboard equipment
- Use of the resort onsen (hot spring)
- Subsidised accommodation provided
- School meals during term time
- Use of school facilities e.g., pool, gym etc
- Morioka-Tokyo shinkansen (bullet train) ticket

**Required Skills**

Minimum Academic Degree required.

Degree in Communications, Journalism, Public Relations, English, or writing-intensive discipline, preferred. • Evidence of commitment to continued professional development.

Professional skill and knowledge required.

- Professional experience in developing a communications plan/strategy.
- Knowledge of the principles and techniques of effective verbal and written communication in the English language.
- Strong communications skills with ability to connect effectively with a diverse set of stakeholders from school senior management team to partners and parents in both one-on-one and group setting.
- Considerable ability to deal courteously with the public, supplying general information and direction in a clear, concise manner.
- Ability to maintain confidentiality and integrity related to all aspects of information disseminated within or external to the group. • Project management skills with strong attention to detail.
- Excellent time management and organizational skills.
- Native level Japanese with excellent English.

## Experience

- Experience in leading crisis communications.
- Experience in coordinating a team of communications experts and working with and coaching leaders.

- Relevant experience in communications (writing, editing, journalism, consulting and/or public relations).
- Experience in an international school setting would be highly valued.

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## Company Description