



## JOB DESCRIPTION

**Position Title:** Assistant Project Manager

**Department:** Future Food Japan

**Location:** Tokyo and remote

**Time Commitment:** From a minimum to 20h/week to a maximum of 40h/week

**Position Holder:** Future Food Japan Lead

**Reports to:** Future Food Japan Lead

### 1. JOB PURPOSE:

Tokyo Tatemono and Future Food Institute have joined forces to establish the Future Food Hub in Japan and the Future Food Kyobashi Living Lab. The Future Food Hub in Japan is an organization dedicated to contributing to the solution of food-related social challenges. The Future Food Kyobashi Living Lab is where the sustainable food ecosystem is being built in the Kyobashi neighborhood of Tokyo.

Future Food Living Labs are physical spaces where experiences, traditions, and science beautifully converge to build the future. Spaces where most of Future Food's magic work happens, where people convene and prototypes are created and tested. The Kyobashi Living Lab is a one-of-a-kind urban destination stimulating critical thinking around contemporary food issues and innovation, and encouraging the next generation of food shapers to step up and lead.

In November 2019, Future Food kick-started the "Future Food Kyobashi Living Lab", incorporating a variety of multi-use spaces in Kyobashi, with the aim of accelerating activities in (1) educational programs to raise awareness and enhance knowledge related to the future of food; (2) creation of a community platform to ignite "future food" innovation; and (3) scouting and nurturing individuals who will inspire and drive the future innovation of food.

The main purpose of this position, Assistant Project Manager, is to assist our team to **raise awareness of Future Food Japan's activities supporting them with day-to-day operations.**



## 2. MAIN ACCOUNTABILITIES:

Support the FFJ team with:

- **Project/events design and management:** contributing to the development of projects/events as well as supporting the coordination and execution of them.
- **Find opportunities:** proactively looking for grant or event opportunities to be part of, participate in events and networking meeting.
- **Internal communication:** organising documents in Google Drive to facilitate internal communication, maintaining project documents and reports updated and at their place, constantly update Notion, keeping track of KPIs, aligning the other members of the ecosystem on the latest developments on the FFJ activities.
- **Translations English – Japanese,** providing accurate translations and guaranteeing that all the documents and the contents we'll share have an appropriate language and tone of voice.
- Working as a **bridge** between the **Future Food Ecosystem and Future Food Japan.**

The main goal of this position is to make sure things run smoothly inside the organization. An outstanding Assistant Project Manager should be able to maintain oversight of all project activities, identify any issues, notify it to the supervisor and ensure these are resolved promptly.

## 3. ABOUT THE FUTURE FOOD INSTITUTE:

Food is life, energy, and nourishment. But it is also love, family, celebration, experiences, inclusion, community, traditions, culture, identity, rituals, and values. Food has the power to connect and unite us but today, eating requires consciousness and awareness.

This is why Future Food exists. We have built an ecosystem, composed of a soul dedicated to creating new models and mindsets by strengthening research projects, promoting training programs, and spreading knowledge that feeds innovative projects capable of generating positive impacts on the health of humans and the planet.

At Future Food, our efforts are driven by our central mantra “Be the Change”.

The Future Food team is multi-cultural, multi-generational, multi-ethnic, and composed of skills and backgrounds from different contexts: innovators and startappers, academics and researchers, entrepreneurs, local and international public institutions, and executives from big business.

It is through this confluence of diverse perspectives, coupled with the shared commitment to our fundamental values that enables us to make an exponential positive change to sustainably improve life on earth.



#### 4. MENTORSHIP & CAREER GROWTH:

Our team is dedicated to supporting new members. We have a broad mix of experience levels and tenures, and we're building an environment that celebrates knowledge sharing and mentorship. We care about your career growth and strive to assign activities based on what will help each team member develop into a better-rounded professional and enable them to take on more complex tasks in the future.

Thanks to a highly distributed and flexible FF network, we will allow you to learn and share your thoughts with great international and local thinkers.

#### 4. KNOWLEDGE, SKILLS AND EXPERIENCE:

Work Experience: Basic work experience, minimum 6 months

Technical know-how:

Japanese mother tongue

Fluency in English

Competencies:

Be comfortable in a flexible working environment

High comfort level in working remotely and within a distributed team.

If interested,

#### REACH OUT:

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