



JOB DESCRIPTION

Position Title: Junior Community Manager

Department: Future Food Japan

Location: Tokyo and remote

Time-commitment: Full time and part-time options are available

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 organisation 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 neighbourhood 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, Junior Community Manager, is to assist our team **to build a food ecosystem community and support the Future Food Japan team with day-to-day operations.**



2. MAIN ACCOUNTABILITIES:

Support the FFJ team with:

- **Client management:** ensuring a good Japanese and English communication with client and stakeholders, answering emails, drafting emails, scheduling meetings, attending meeting.
- **Projects/events:** contributing to the planning and development of projects/events as well as supporting the coordination and execution of them.
- **Networking:** participate in events and networking meeting.
- **Business development,** following up on new collaboration opportunities, drafting proposals and presentations for potential clients.
- **Engagement for Pull Marketing,** managing the FFJ LinkedIn and Instagram profiles, building a network, as well as creating relevant content.
- **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.

A day in the life.

No two days will be the same but together we will develop ways of working to meet key deliverables and flex to new priorities.

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 startups, 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

Project and Community management skills

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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