



Program Coordinator, Pre-College Programs (HSOB)

NGO Leader in International Education!

Job Information

Hiring Company

CIEE KK

Job ID

1586411

Industry

Education

Job Type

Permanent Full-time

Location

Kyoto Prefecture

Salary

Negotiable, based on experience ~ 4.5 million yen

Refreshed

April 20th, 2026 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Position: Program Coordinator, Pre-College Programs (HSOB)

Department: Study Abroad, CIEE

Reports to: Pre-College Program Manager

Location: Kyoto, Japan

Position Type: Full-Time

Council On International Educational Exchange (CIEE): A nonprofit, non-governmental organization, CIEE is the world leader in international education and exchange. For over 75 years CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. Serving over 300 U.S. College and University consortium members, CIEE operates sixty centers in over forty countries that support study abroad programs for around 10,000 students annually. In addition, as the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE helps nearly 25,000 international students participate in U.S. based exchange programs annually. CIEE programs and services span study abroad, teach abroad, international faculty development seminars, and inbound exchange study, work, and internship programs for today's high school and university students, professionals, and educators.

We strive to lead a robust community of international program providers and sponsors through innovation, exemplary service and exceptional efficiency. Our success depends on having the very best professionals. CIEE is committed to recruiting and retaining the best people in the industry, particularly those who are passionate about international education, are self-starters with high levels of energy and autonomy, and are dedicated to exceed expectations in every challenge.

Role Description

The Program Coordinator, Pre-College Programs (HSOB) is responsible for ensuring the successful day-to-day delivery of the Global Navigator (HSOB) programs at CIEE Kyoto and is also accountable for participating in operations to support students, partner schools and language schools and working with homestay vendors.

The Program Coordinator, Pre-College Programs (HSOB) undertakes a variety of administrative and program delivery tasks for our HSOB programs as one of the primary links between exchange students, local hosts, and the CIEE office in the host country, the Program Coordinator has the power to share local traditions and perspectives of the life in the host country, change lives and build a better world.

The Program Coordinator has many roles: liaison between stakeholders and students, ambassador of CIEE to the communities in which we work, and more. The Program Coordinator will help plan and organize programs and activities in advance of student arrivals and carry out important operational duties. The Program Coordinator must be responsible, organized and detail-oriented, energetic, and patient. They must possess advanced Japanese ability and Business-level English.

Primary Responsibilities

- Engage students—both linguistically and culturally—in creative and meaningful learning opportunities.
- Oversee all CIEE Kyoto HSOB programs (HSA, Semester & Academic Year, and Gap Year Abroad).
- Organize, prepare, and successfully implement HSOB programs, including orientation, activities, and excursions.
 - Plan and manage all logistics and reservations for weekly cultural activities (e.g., entrance tickets, transport, guides in the native language) and weekend excursions when appropriate.
- Provide visa process support (when applicable), including student placements in homestay families and/or other accommodations.
- Maintain excellent relations with existing partner schools and identify and develop new partnerships with schools in the Kansai area.
- Advise participants on academic programs, homestays and housing, life in Kyoto, and other related matters.
- Maintain strong communication with host placement schools and language schools in Kyoto and beyond.
- Ensure student safety and security by monitoring participant behavior and providing guidance where necessary.
- Ensure implementation of CIEE policies and health, safety, and security practices, including proper reporting:
 - Address bad behavior, tardiness, and rule violations.
 - Coordinate with the Pre-College Program Manager and/or CIEE Support in Portland to manage escalated student issues.
 - Independently manage low- to mid-level health, safety, and security issues, including student illness, socio-emotional and behavioral concerns, and disciplinary cases.
 - Coordinate CIEE response to incidents impacting program participants (group and/or individual).
- Perform other duties as assigned and as needed.

Required Skills

Knowledge and Skills

- **Language:** Working competency in Japanese and English
- **Technology:** Strong computer skills (Word, Excel, Access, PowerPoint, Salesforce)
- **Administration:** Strong administrative skills, including attention to detail and the ability to complete tasks efficiently, accurately, and on time
- **Organization:** Ability to manage multiple tasks and priorities simultaneously
- **Communication:** Strong written and verbal communication and presentation skills in both English and Japanese; ability to communicate effectively with diverse audiences
- **Interpersonal:** Strong interpersonal skills and a natural ability to engage with students, schools, and host families
- **Flexibility:** High adaptability and ability to respond quickly to changing circumstances; tolerance for ambiguity
- Experience teaching and/or working with U.S. high school students (ages 15–18) strongly preferred
- Experience working with online databases strongly preferred; willingness to learn new systems required
- Strong organizational skills and a desire to work with high school-aged students
- Ability and willingness to work collaboratively as part of a team to create positive participant experiences
- Outstanding intercultural communication skills

Working Conditions

- This is an in-person role based in Kyoto, Japan.
- Responsibilities may include peak periods (e.g., student arrivals, enrollment processes, orientation) and unplanned emergencies or crises requiring additional hours.
- Applicants must be authorized to work in Japan.

Company Description