



Job Opening: Director of Admissions & Outreach

Hakuba International School is a new international boarding school located in the beautiful Hakuba Valley in Japan, dedicated to answering this question: what kind of education enables people and planet to flourish? Our focus is on personal and environmental well-being, combined with deeper learning methods to develop the leaders who can solve the world's most complex problems.

The **Director of Admissions & Outreach** is charged with recruiting a global pool of applicants, from initial marketing and outreach, to communications and events for families and students, management of entrance assessments, and direction of the selection and enrollment process.

- **Personal Qualities:** We're looking for someone excited about building a new school with us, unafraid of the startup experience, and passionate about more a holistic, humane approach to education. We believe learning is naturally fun and playful, and we try to live that way too. We're building a team of people who are kind-hearted, open-minded, resilient, and creative.
- **Professional Qualities:** We prefer candidates who are fully bilingual in Japanese and English. At minimum, fluent business-level English is required. The ideal candidate has experience in marketing, recruitment, or admissions, and at least 10 years of work experience overall. We're looking for someone who is tech-savvy, detail-oriented, and comfortable with social media.
- **Role Structure:** We aim to have this role as a full-time member of our team, however we're flexible down to 75% time for the right candidate. We would prefer someone who lives in Hakuba, though we are open to candidates in other locations in Japan, such as Tokyo, if they are able to visit Hakuba relatively easily for events. The role will involve occasional travel to other countries for admissions events, likely on the order of 2-4 short trips per year.
- **Compensation** is commensurate with experience, and includes benefits and a generous amount of time off.
- **Timing:** We are ready to hire for this role as soon as the right person is identified, but we are flexible in order to make sure we find the right fit.

To learn more: Please send your CV and a note to Chris Balme, Founding Principal, at chris.balme@hakuba-is.jp. We look forward to hearing from you!