

## **Consulate-General of Japan in Chicago**

### **Position in the Japan Information Center**

**Position Available: Outreach Coordinator (including Receptionist/ Librarian tasks)**

**Responsibilities: Under the direct supervision of the Chief of the Japan Information Center**

- Outreach Coordinator tasks
  - Schedule, organize and teach programs which introduce Japanese culture (origami, tea ceremony, kendo, kimono, calligraphy etc.) to local schools and community groups ※work with other JIC staff members who are able to give such demonstrations
  - Handle student inquiries for school projects
  - Mail periodical publications of the Japanese government to concerned organizations/ individuals
- Receptionist tasks
  - Receive and greet visitors
  - Answer email inquiries and telephone calls
  - Log daily usage of the JIC
  - Maintain cultural displays
- Librarian tasks
  - Handle loans of books and electronic resources.
  - Monitor the selection of books and electronic resources and organize them.
  - Research topics of interest to JIC constituencies.
- General office responsibilities including attending events organized by the JIC and other related organizations and helping other staff members' tasks as needed

#### **Qualifications:**

- US citizen or permanent resident holder (working permit holder)
- Bachelor's degree in Education, Japanese studies, International Relations or a related area will be highly desirable
- Excellent communication skills
- Strong computer skills (database knowledge is preferred)

#### **Languages:**

- English and Japanese are the working languages of the JIC. Fluency in oral and written English is required. Fluency in oral and written Japanese is highly desirable.

**Please submit a cover letter and resume in PDF format by December 15, 2014 to:**

[jic@cg.mofa.go.jp](mailto:jic@cg.mofa.go.jp)

(Note)

- No hard copy of application materials required
- In-person interviews will be held for the shortlisted applicants on January 8<sup>th</sup> or 9<sup>th</sup> at the JIC. Questions should be directed to [jic@cg.mofa.go.jp](mailto:jic@cg.mofa.go.jp). No telephone inquiries will be accepted.