

Consulate-General of Japan in Chicago

Position in the Japan Information Center (JIC)

Position Available: JET Program Coordinator

The Consulate offers group health insurance with 80% coverage, paid vacation and sick leave. Working hours are 9:15am – 5:00pm, Monday through Friday. Salary is commensurate with experience. The minimum monthly base salary for this position is between \$3,800 to \$4,000.

The Consulate does not withhold federal or other taxes from employee salaries.

Start Date

August 2024

Responsibilities: Under the supervision of the Director of the Japan Information Center

- Organizing and coordinating the JET Program application processes, including recruitment, interviews, and preparation for departure.
- Planning and facilitating JET Program-related events and orientations.
- Working with the JET Alumni Association chapters in the Midwest to plan events and activities for returning JET participants.
- Assisting diplomats with tasks related to the promotion of Japan-US exchange.
- Communicating with sister-city organizations in the Midwest.
- General office responsibilities including Japan-related inquiries, speech writing, website updates, and event coordination.

Qualifications:

- US citizen or permanent resident holder (working permit holder).
- Excellent communications and writing skills.
- Prior experience with IT preferred
- Experience on the JET Program or long-term experience of living in Japan is preferred.
- Bachelor's degree in Japan-related studies is preferred.

Languages:

English and Japanese are the working languages of the JIC. Native in English, proficient Japanese ability preferred.

Please submit a cover letter and resume in PDF format by July 21(Sun) to: jic@cg.mofa.go.jp

(Note for applicants)

- No hard copy of application materials required.
- Applicants who pass the application review will be contacted for in-person (and/or online) interviews.
- Any questions should be directed to jic@cg.mofa.go.jp by email. No phone inquiries will be accepted.