

EMPLOYMENT OPPORTUNITY
Consulate-General of Japan in Chicago
(JET Program and MEXT Scholarship Coordinator)

The Consulate-General of Japan is seeking a highly motivated, team-oriented individual for the position of JET Program and MEXT Scholarship Coordinator for the Japan Information Center (JIC). Please see below for details.

The Consulate offers group health insurance with 80% coverage, paid vacation, and sick leave. Working hours are 9:15 am – 5:00 pm with an hour of lunch break (12:15 pm – 1:15 pm), Monday through Friday. Salary is commensurate with experience. The minimum monthly base salary for this position is between \$3,800 to \$4,000. This is a full-time in person position.

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

Start Date

March 3rd 2025

(There will be a probation period of 3 months before being officially hired.)

Responsibilities

- Working on all application processes for Japan Exchange & Teaching (JET) Program, including recruitment, interviews, and preparation for departure in a close coordination with the other JET Program Coordinator.
- Oversee the recruitment, interviewing, and departure of all MEXT Scholarship applicants.
- Planning and facilitating JET Program-related and MEXT Scholarship-related events and orientations.
- Travelling across the Midwest to make promotional presentations of the above-mentioned programs (occasional).
- 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 and events.
- General office responsibilities including Japan-related inquiries, speech writing, event coordination, and helping other staff member's tasks as needed.
- Any other duties requested of you.

Qualifications

- US citizen or permanent resident holder (including Japanese with working permit holder).

- Bachelor's degree in education, Japanese studies, International Relations or a related area will be highly desirable.
- More than one-year of experience living in Japan is preferred.
- Previous experience participating in the JET Program is preferred.
- Strong communication, interpersonal, teamwork, and organizational skills.
- Proficient with Microsoft Office Suite.
- Available to commute to the JIC, Olympia Centre #1000 737 North Michigan Avenue Chicago, IL 60611.

Languages:

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

Please submit a cover letter and resume in PDF format by January 27, 2025 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 a Skill Test and Interview(s), which will be held in-person and/or online in February 2025.
- The successful candidate will be requested to submit their background check information. Any documents submitted to the Consulate in the course of this application procedure will not be returned to the sender.
- Any questions should be directed to jic@cg.mofa.go.jp. No telephone inquiries will be accepted. The Consulate will not be able to respond to questions regarding the results including by email.