



## Temporary Assistant to the JET Program Coordinator Japan Exchange & Teaching Program Recruitment Season 2018

### **About the Position**

The Consulate General of Japan in Los Angeles is seeking a talented, hard-working, organized individual to assist the JET Program Coordinator during the height of recruitment season this fall. This is a temporary contract position which will most likely be full-time for the duration of 33 business days, to take place from approximately September 11 – October 26, 2018. Wages are non-negotiable and do not cover any taxes you may be responsible for later (social security, etc) or parking/transportation.

### **Duties and Responsibilities**

- Assist with JET-related tasks and responsibilities, particularly when the Program Coordinator is out of the office. These tasks include but are not limited to:
  - Answering phone calls and email inquiries from prospective JET applicants
  - Recording and processing data collected during recruiting and information sessions
  - Mailing information to relevant parties and organizations
- Recruit for the JET Program at career fairs and/or information sessions
- Work with consulate staff and outside organizations to assist in the planning and execution of Japan-related events, talks, lectures and official consulate functions.
- Assist the director and other consuls in charge of the Japan Information and Culture Center (JICC) as deemed necessary

### **Experience and Skills**

- Be a recent JET Program returnee (the ideal candidate will have returned from Japan within the past three years)
- Be willing and interested in acquiring detailed knowledge of the JET Program application process
- Strong verbal and written communication skills
- Superior multi-tasking and organizational skills, particularly in the area of scheduling and/or event planning
- Experience working with Microsoft Office
- Leadership experience or demonstrated evidence as a reliable self-starter is highly preferable
- Some Japanese language ability is preferred but not required

### **To Apply**

Please e-mail your resume and cover letter to [jet@ls.mofa.go.jp](mailto:jet@ls.mofa.go.jp) with “Temporary JET Program Assistant” in the subject line. The deadline for submitting applications is **Friday, August 3 2018**. Strong candidates will be contacted for interviews shortly thereafter.

