



## Temporary Assistant to the JET Program Coordinator

### Japan Exchange & Teaching Program

### Program Selection 2019

#### **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 JET Program selection period in early 2019. This is a temporary contract position which will most likely be full-time for the duration of approximately 30 business days, to take place from early January until late February. 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**

- Serve as the primary point of contact for JET Program candidates during the selection period (by phone or email)
- Create and manage an interview schedule based on candidate availability
- Assist with JET-related tasks and responsibilities, including but not limited to:
  - Making copies of candidate files and important documents
  - Organizing and disseminating information to candidates and interviewers
  - Preparing schedules and materials for each day of interviews
  - Collecting and processing data obtained during interviews in an efficient and timely manner
- 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
- 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) and type "Temporary JET Program Assistant" in the subject line. The deadline for applications is **Friday, December 7, 2019**. Strong candidates will be contacted for interviews shortly thereafter.

