Temporary Assistant to the JET Program Coordinator

Japan Exchange & Teaching Program

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 2027.

Details

- This is a temporary contract position for the duration of approximately 25 business days, to take place from early January until early February.
- Working hours are 9:30AM-5:00PM (including a 1-hour lunch break).
    - Please note that telecommuting (remote work) is not offered. Overtime work may be required.
- Pay range is between $25-$27 per hour.
    - Please note that the Consulate-General does not withhold federal, state, or local income taxes from salary payments.
- Primary responsibilities are to assist the JET Program Coordinator with JET-related tasks and responsibilities, including but not limited to:
    - Organizing and disseminating information to candidates and interviewers
    - Preparing schedules and materials for each day of interviews
    - Coordinating online meetings and answering questions from candidates
    - Collecting and processing data obtained during interviews in an efficient and timely manner

Experience and Skills

- Recent JET Program returnee preferred (the ideal candidate will have returned from Japan within the past five years)
- NOT be a current applicant for the 2027-2028 JET Program
- 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, Microsoft Teams, and Zoom
- 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 with “Temporary JET Program Assistant” in the subject line. The deadline for applications is Friday, November 20, 2026. Only successful candidates will be contacted in late November for interviews.