

## Job Opening: JET Program Coordinator & Educational Affairs Assistant

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The Public Relations and Culture Department of the Consulate General of Japan in Miami is hiring for one full-time ***JET Program Coordinator & Educational Affairs Assistant*** position. The primary responsibility of this position will be to coordinate the JET Program and assist in Cultural Affairs events. Ideal candidate should be adaptable, fast-paced, results-oriented, creative, and flexible, have excellent interpersonal communication skills, work well independently and also in teams. Public speaking and presenting skills are required.

To apply, please submit your resume with a cover letter, and a minimum of two (2) letters of recommendation from a professional reference to the **Public Relations and Culture Department** ([culture@mi.mofa.go.jp](mailto:culture@mi.mofa.go.jp)) by **September 17, 2021**. **MUST BE ABLE TO INTERVIEW IN-PERSON during September.**

### Job Duties Include (but are not limited to):

- Coordinating all aspects of the Japan Exchange & Teaching Program, including recruitment, candidate processing, JET Alumni volunteer management, travel planning, networking, orientation planning and presenting, and any other JET-related activities
- Coordinating all aspects of the MEXT Scholarships
- Maintaining an updated record of educational institutions in Florida offering Japanese language
- Research and report on a number of Japan related educational and cultural items in Florida
- Managing the database of Culture contacts at the Consulate General of Japan in Miami.
- Planning and executing, or supporting, Japan-related cultural events in Florida as necessary
- Speech writing and editing
- Updating the Consulate Website through use of our content management system
- Working evening receptions and events outside of regular business hours (occasional)
- Coordinating and assisting other Consulate staff with any team projects, events, mass distributions and other duties
- Any other duties requested of you

### Required Qualifications:

- Bachelor's degree
- Native level English
- Must be a U.S. citizen or permanent resident
- For qualified candidates, an FBI Background Check may be required upon request (<https://www.fbi.gov/services/cjis/identity-history-summary-checks> )
- Extensive knowledge about Japan and Japanese culture
- Excellent writing and interpersonal communication skills
- Excellent presentation and public speaking abilities
- Professional appearance and demeanor
- Able to work flexible hours including evenings, weekends and overnight trips
- Have a valid driver's license

### Preferred experience and skill:

- Conversational Japanese language skills (JLPT level 4 and up)
- Experience with Public Relations or Event Planning a plus
- Knowledge of Social Media platforms (Facebook, Twitter, Instagram)
- Experience at presenting to all ages from children to seniors
- Prior work experience in a Japanese-related organization

### Overview:

This is a salaried position with health insurance. Overtime work may be compensated in time or monetarily. Working hours are from 9:00AM to 5:30PM, Monday to Friday, with a one-hour lunch break from 12:30PM to 1:30PM.