

Consulate-General of Japan in Chicago

Position in the Japan Information Center (JIC)

Position Available: Outreach Coordinator (including Receptionist/ Librarian tasks)

Responsibilities: Under the supervision of the Director of the Japan Information Center

- Outreach Coordinator tasks:
 - Schedule, organize and teach programs which introduce Japan and Japanese culture (origami, tea ceremony, kendo, kimono, calligraphy etc.) to local schools and community groups, in collaboration with other JIC staff members who are able to give such demonstrations.
 - Seek collaboration and cooperation with educational and other organizations in promoting Japan and Japanese culture including Japanese language.
 - Handle student inquiries for school projects.
 - Mail periodical publications of the Japanese government to concerned organizations/ individuals.
- Receptionist tasks:
 - Receive and greet visitors.
 - Answer email inquiries and telephone calls.
 - Log daily usage of the JIC facilities.
 - Maintain cultural and other displays at the JIC hall.
- Librarian tasks:
 - Handle loans of books and electronic resources.
 - Monitor the selection of books and electronic resources and organize them.
 - Research topics of interest to JIC constituencies.
- General office responsibilities including attending events organized by the JIC and other related organizations and helping other staff members' tasks as needed.

Qualifications:

- US citizen or permanent resident holder (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.
- Strong communication, interpersonal, teamwork, and organizational skills.
- Strong computer skills (database knowledge is preferred).
- Available to commute to the JIC.

Languages:

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

Please submit a cover letter and resume in PDF format by January 27, 2022 to: jic@cg.mofa.go.jp

(Note for applicants)

- No hard copy of application materials required
- In-person (and/or Online) interviews will be held for the shortlisted applicants in February 2022 at the JIC.
- Any questions should be directed to jic@cg.mofa.go.jp. No telephone inquiries will be accepted.