

Position Opening
at the Consulate-General of Japan in Houston

Title: Cultural Affairs Assistant (JET Coordinator)

Salary: Commensurate with experience

Benefits: Paid vacation, medical/dental/vision insurance, holidays (City of Houston, US federal and some Japanese national holidays)

Employment Status: Regular staff (3 months trial period)

Working Hours: 9:00am-5:00pm, Monday-Friday

(Extra work for special events and receptions may be required on some evenings and weekends)

Location: Consulate-General of Japan in Houston, 909 Fannin St., Suite 3000, Houston, Texas 77010

Primary Duties & Responsibilities:

- General administrative duties - assist with correspondence, speech writing, scheduling appointments, etc. for the Information and Cultural Affairs Diplomat
- Serve as the primary point of contact for JET Program and Japanese Government (MEXT) Scholarship Program (by phone or email)
- Inquiries - Answer general inquiries related to JET Program, Japanese Government (MEXT) Scholarship Program, etc.
- Assist with JET-related tasks and responsibilities, including but not limited to:
 - Making copies of candidate files and important documents
 - Sending candidate files and important documents to Japan
 - 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
- Special events - coordinate all logistical arrangements; includes securing venues, serving as liaison with co-sponsoring organizations, coordinating event publicity and documentation (photos/video, etc.)
- Receptions - Coordinate receptions held at the Consul-General's official residence; includes preparing guest lists, mailing invitations, collecting R.S.V.P.'s, preparing nametags and serving as event emcee
- Maintain databases of JET Program, Japanese Government (MEXT) Scholarship Program, professors, etc.
- Work with Cultural Affairs Assistant during busy periods with work overflow (events, receptions, arrangements, etc.)
- Other duties as assigned by the Information and Cultural Affairs Diplomat

Required Qualifications:

- Being a recent JET Program returnee is preferred
- Be willing and interested in acquiring detailed knowledge of the JET Program application process
- Strong English language skills
- Strong Japanese language skills preferred
- Strong organizational and communication skills
- Strong computer skills - Must be proficient in common software, including Microsoft Office Suite.
- Quick and flexible learner
- Knowledge of and/or experience with Japan and Japanese culture preferred
- Enjoys cultural and educational events

To Apply

Applicants should email their resume, desired salary and cover letter with the indication of "Cultural Affairs Assistant" at joboffer.pol&cul@ho.mofa.go.jp. Deadline for submission is June 5th 2020 6:00pm(CST). Please refrain from inquiring about your application status.