Position Announcement

JET Program Coordinator

About the Japan Exchange and Teaching (JET) Program
The JET Program is the government of Japan’s most successful exchange program, sending over 70,000 participants to Japan since 1987 to serve as Assistant Language Teachers and Coordinators for International Relations. The program aims to enhance English language education at the primary and secondary school levels, and promote international exchange by fostering ties at the grassroots level between Japanese and foreign youth.

Position Description
Under the supervision of the Public Affairs Section diplomats, the Program Coordinator will be responsible for coordinating the screening process for applications for all U.S. candidates, recruitment and interviewing of applicants in the D.C./Maryland/Virginia area, and preparing successful candidates for departure. This position will also involve liaising with the JET Alumni Association of Washington, D.C. and assisting with other projects within the Public Affairs diplomats’ portfolio as necessary.

Responsibilities
- Coordination of the review and interview processes, including scheduling and serving as point of contact for review and interview committee members
- Managing the online application system, temporary application processing staff, and responding to applicant inquiries
- Planning and execution of events, including logistical support, coordinating volunteers, and conducting presentations
- Program promotion through recruiting events (career fairs, information sessions, etc.) and social media outreach efforts
- Communicate and collaborate with other JET Program Coordinators at Japanese Consulates in the U.S.
- Other duties assigned at the discretion of the Public Affairs diplomats

Minimum Qualifications
- A U.S. citizen or a U.S. green card holder
- Bachelor’s degree
- Native-level English verbal and written skills
- Excellent organization, time-management, and teamwork skills
- Proficient with Microsoft Office software

Preferred Qualifications
- Knowledge of the JET Program
- Japanese language ability
- Experience working with international education/exchange programs
- Social media and digital marketing experience

Please note: the Program Coordinator is an independent contractor to the Embassy and will not be deemed an employee of the Embassy for any purpose whatsoever. Salary starts at about $46,000 annually. The successful candidate will be required to submit a background check.

How to Apply
Submit your resume and cover letter to jetprogram@ws.mofa.go.jp by Sunday, April 5th. Screening will begin immediately and will continue until the position is filled, so early submission is strongly encouraged. Only successful candidates will be contacted. Please no phone calls. Applicants who do not follow these instructions will not be considered.