

Opening for a Japan Exchange and Teaching Programme (JET) Coordinator

The Embassy of Japan requires a JET Programme Coordinator for the JET Desk.

Please submit your resume with a cover letter in English to Kaori Paxton before 17:00, Friday, August 30th, 2013 in one of the following ways.

FAX: (613) 241-4261

E-mail: jet.a@ot.mofa.go.jp

Mail: JET Desk

Embassy of Japan

255 Sussex Drive

Ottawa, ON, K1N 9E6

1. Job Summary

The JET Coordinator coordinates the recruiting, selection and training of candidates for the JET Programme in the Ottawa area.

Other Duties include: Responding to public inquiries; assisting with planning and presenting JET related events; and maintaining the JET Canada website.

2. Date and period of contract

A six-month contract, commencing at the earliest early-September, at the latest early-October 2013, renewable with good working performance.

3. Qualifications:

- Native English speaker with strong writing and communication skills.
- Comfortable with public speaking.
- Strong organizational skills and attention to detail.
- Experience in maintenance of Joomla websites.
- Skilled in graphic design using Adobe Photoshop, Illustrator, InDesign and Adobe Acrobat.

- Knowledge of Microsoft Office (Word, Excel and Power Point) is required.
- Some knowledge of the Japanese public school system and living experience in Japan.
- Some experience with programme management is desirable.
- A JET Programme alumnus is preferred.
- Some Japanese language ability is an asset, but not required.
- Canadian citizen or permanent resident.
- A valid police record check.

4. Contract Conditions

- Working hours: 9:00 – 17:00, Monday to Friday (Except Embassy holidays)
- Salary: determined according to experience

We thank all candidates for their interest. However, only those candidates whose skills and experiences best match the requirements of the position will be contacted.