

EMBASSY OF JAPAN
Job Description

Job Title: Information Cultural Section Clerk

Section: Information Cultural

Job Description

General Summary: This position is responsible for coordinating JET program, cultural events, public affairs, cultural exchanges and people exchanges, and performing various office support functions as a member of the Information Cultural Section, as well as other related office administrative tasks in accordance with instructions by supervisors of the Information Cultural Section.

Primary Job Functions:

- **JET Program Coordinator Duties**
 - Responds to public and applicant inquiries.
 - Plans and executes JET-related events, including recruitment and promotional events.
 - Manages the JET Canada website, online application system, and social media.
 - Hires, coordinates and leads a team for processing high-volume applications.
 - Organizes the selection, training and orientation of JET candidates pre-departure.
 - Budgets and purchases supplies and services.
- **Performs Public Affairs, Cultural Exchanges and Other People Exchanges Coordinator Duties**
 - Assists, develops and implements events such as receptions, meetings, seminars, visits by dignitaries, and other official Embassy functions.
 - Disseminates the Information Cultural Centre brand to appropriate parties and manages partnership and sponsor representation on Information Cultural Centre materials.
 - Organizes print and digital advertising proposals, prepares publicity planning for events, coordinates cross-promotional efforts with collaborative organizations, and gathers marketing materials.
 - Maintains a database of local and national media and culture contacts,

builds relationship with relevant organizations, tracks press and social media coverage, prepares and disseminates press releases, and arranges media interviews.

- Designs and drafts print and digital media, including but not limited to flyers, brochures, pamphlets, posters, advertisements, and other materials for public consumption and updates the Embassy of Japan's website and SNS platforms.
- Drafts correspondence, statements, speeches, event reports and prepares publicity reporting to analyze all publicity efforts.
- Coordinates the Japanese government's exchange programs including the JET program.
- Other duties include:
 - Creates schedules/itineraries and makes arrangements for business meetings, breakfasts, lunches, dinners and trips for supervisors of the Information Cultural Section and visiting officials. (This includes making restaurant reservations, coordinating transportation, receiving guests and so on.)
 - Creates documents, correspondence in English, and proofreads and edits documents and correspondence in English written by supervisors of the Information Cultural Section.
 - Attends cultural events, symposiums, seminars, conferences, and interviews; takes notes of what speakers say and makes summaries of the events upon requests from supervisors of the Information Cultural Section.
 - Conducts research including monitoring and compiling releases of news media and the Canadian agencies relating to but not limited to Japan-Canada relations upon request from supervisors of the Information Cultural Section.
 - Carries out other general administrative duties to ensure efficient and effective function of the Information Cultural Centre.
 - Handles reception/switchboard duties on occasion.
 - Performs other responsibilities as needed and appropriate.

Common Job Functions:

- **Contributes to the Team Effort** by being flexible in work assignment through ample communication with supervisors; by covering for other staff as needed; and by

accomplishing related tasks when requested.

- **Maintains Professional and Technical Knowledge** by attaining job-related certification as necessary; by keeping up on developments related to the job; and by applying knowledge to the job.
- **Acts on Constructive Feedback** by being open to feedback from peers and supervisors; and by using feedback to improve performance.
- **Upholds Work Standards** by maintaining professional conduct and appearance; by realizing limitations and seeking assistances when needed; and by using established communication channels.

Essential Job Requirement:

Physical Requirements & Working Environment:

- **Physical Requirements**
 - While performing the duties of this job, the staff member is regularly required to sit and talk or listen. The staff member is required to stand, walk, use hands to pick-up, handle or feel, and reach with hands and arms whenever necessary.
 - The staff member may be occasionally required to lift and/or move up to 20 pounds.
 - Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Working Environment**
 - The noise level in the work environment is usually moderate to noisy (i.e. working in a business office and with various types of equipment, computers, printers, etc.).
 - The staff member may be required to work beyond normal business hours when necessary.

Experience/Minimum Qualifications Needed:

- **Language Skills**
 - Ability to effectively respond to questions from supervisors, other staff, and the general public in English.
 - Ability to communicate verbally and in writing to individuals and groups

in English.

- **Mathematical Skills**
 - Ability to apply basic mathematical concepts and to draw and interpret graphical representations of data.
- **Reasoning Skills**
 - Ability to apply knowledge and sense of understanding to carry out detailed written or oral instructions.
 - Ability to analyze and process various documents.
- **Computer Skills**
 - Ability to use a computer and applications such as Microsoft Windows, Word, Excel, Outlook, PowerPoint, Teams and/or SNS applications as necessary.
- **Other Skills**
 - Must be professional, organized, attentive, flexible and able to successfully manage multiple work tasks simultaneously.

Education:

- Bachelor's degree or equivalent experience.

Expected Period of Employment

- A two-year contract, commencing April 1, 2026 (TBD). Probationary period of three months.

Work Conditions and Benefits

- Location of the work will be in-person at the Embassy of Japan in Ottawa
- Working hours: 09:00 - 17:00, Monday - Friday (except Embassy holidays)
*Overtime may be requested on occasional basis, including where the Embassy and/or the Ambassador hosts events and VIP visits take place
- Leave: annual leave with pay in accordance with the Embassy rules
- Salary Range: \$45,000 – \$90,000 (exact salary to be determined at the time of employment according to skills and experiences)

We thank all applicants for their interest; however, only those candidates whose skills and experience best match the Embassy's requirements of the position will be contacted for the further screening process. This further process will include an interview.