Job Announcement

Coordinator for International Relations [2023-2024]

Gilroy's Sister City, Takko-Machi, Japan, is seeking an energetic, independent and resourceful person to become the next Coordinator for International Relations.

Position: Coordinator for International Relations

Employer: Town of Takko, Aomori-ken, Japan
*Note: This position IS NOT with the city of Gilroy. The incumbent would be a direct employee and representative of the Town of Takko, Japan. The selected candidate will be required to move to Takko and secure a Japanese Visa. The Town of Takko will assist in this process.

Job Summary: (included but not limited to)
-Planning international travel itineraries
-Organizing host family arrangements for traveling sister city delegations in both Japan and the United Sates
-Facilitating communication between Takko and its sister cities
-Teaching weekly English/American culture classes
-Fostering cross-cultural relations
-Maintaining and updating web pages
-Assisting with Student Exchange Programs
-Assisting with fund-raising initiatives

Qualifications Required:
-A bachelor's degree from an accredited college or university (cannot be a current student when applying)
-Native to the Gilroy area; San Martin, Morgan Hill residents will also be considered
-Strong verbal and written communication skills
-Strong organizational skills
-Ability to work both independently and within a group setting
-Well-rounded interpersonal skills
-Ability to work well with children
-Must be adventurous and self-sufficient
-Must be able to commit to a one-year contract starting in July

Additional Information:
Takko is a small, rural town in northern Japan. It has been Gilroy's Sister City since 1988. Takko's friendly and hospitable residents have an avid interest in learning about American culture and building relationship with its Sister City residents. The CIR position was created in 1991 in an effort to provide a direct link between the people of Takko and Gilroy. The CIR takes on the roles of liaison, cultural ambassador, community organizer, and teacher for both the people of Takko and Gilroy.

This position is more than just a job. The CIR is a high profile position with the Takko community and as such, the incumbent is expected to conduct him/herself in an manner befitting of a representative of both Takko and Gilroy communities at all times.

Hours fluctuate with the communities at all time. The CIR is expected to attend various ceremonies and events throughout the year. Living in Takko will provide an opportunity to experience the Japanese culture and way of life first hand. The incumbent is encouraged to share these experiences with the Gilroy Community through various outreach programs. Prior knowledge of the Japanese language is not required but is sought. Prior teaching experience and/or teaching certificate are not required but will be considered favorably.

Benefits:
-Competitive Salary
-Medical & Dental insurance (in Japan)
-Paid Travel
-Subsidized furnished apartment

To Apply:
Please send a resume and cover letter stating your background and interest in the CIR position, along with **two letters of recommendation**, and a **copy of your diploma** to Ryan Kuwada, former CIR, ryankuwada@gmail.com <mailto: ryankuwada@gmail.com> or Mieko Miyamura, Takko Town Office, at miyamura0445@town.takko.lg.jp <mailto: miyamura0445@town.takko.lg.jp>.
The deadline to apply is January 31st, 2023. Applicants meeting the above criteria will be contacted for an interview. All interviews will be held in Gilroy during February.

Please contact Ryan Kuwada at ryankuwada@gmail.com <mailto: ryankuwada@gmail.com> or Mieko Miyamura at miyamura0445@town.takko.lg.jp <mailto: miyamura0445@town.takko.lg.jp>.
DO NOT contact the City of Gilroy with questions.