

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **51-15**

Date: 4 Sep 15

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****
For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の16:30までに人事部日本人雇用係（キャンブフォスター建物番号495、2階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAXでの応募は受け付けておりません。Fosterのパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 078	Position title: Inter-Cultural Coordinator, #97, BWT-1, Grade-5	
MLC F/T Permanent	Number of position(s): 1	Location: Foster
Organization: MCCS Div, Marine Family Program Branch, Family Programs and Resource Unit		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員	Closing date: (提出期限) 10 Sep 15	
Summary of duties: Performs work involved in studying various culture sources, arranging, developing, and facilitating inter-cultural programs of Marine Corps Family Service Center, and advising the Director, Family Service Center, on matters requiring special attention and decisions in connection with inter-cultural programs. Typical duties are: Studies and investigates Japanese cultural sources in connection with planned field trip programs. Gathers sufficient information data for effective program planning. Formulates recommendations as to their suitability and submits same to the Director. Accompanies the Director, as the case may require, to selected places for his/her personal preview. Prepares a field trip guide with detailed itinerary for use in inter-cultural activities, showing the specific features of places to be visited, arranging trip schedules and transportation. Accompanies a group or groups on filed trips, provides on-the-spot guide, interprets and/or answers questions for families on the tour. Makes necessary arrangements to invite Japanese cultural entertainers to demonstrate Japanese culture features for Family Service Center. Insures that they are given full convenience for uninterrupted performance. Serves as a representative of the Director in receiving and dealing with Japanese visitors such as landlords or members of civil organizations. Acts as interpreter for such visitors with the Director and/or families. Performs other related or incidental duties as assigned.		
Qualification Requirements 資格条件 1. One year experience in a customer service position. Must provide world-class customer service, 2. Must be a subject matter expert in the areas of Japanese and Okinawan cultures, customs and maintain proficiency in this area 3. Must be able to handle to multitask and be able to prioritize duties while working under strict deadlines. 4. Must have the ability to communicate both in English and Japanese in speaking, in writing and express oneself in a professional manner (LAD-3 or above) with diversified groups, individuals, organizations and coordinating events. 5. Must have the knowledge and ability in operating MS Programs, Outlook, Word, Excel and PowerPoint 6. May be required to work outside of normal duty hours to include night time and weekend as directed and travel to all Marine Corps Camps on Okinawa as needed.		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。