**PRE-DEPARTURE SEMINAR IN NEW YORK – 2022 JET PROGRAM**

**CIR JOB SKILLS WORKSHOP**

**SATURDAY, JUNE 18, 2022**

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**CIR JOB DESCRIPTION**

***From the JET Program Homepage:***

Coordinators for International Relations (CIRs) are engaged in internationalization activities at the local level, where they use their strong Japanese language skills on a daily basis. CIRs are placed in offices of local authorities or related organizations.

**Duties**

The duties of the CIR are carried out under the guidance of the management in the contracting organizations (governmental office, international exchange association, board of education).

The following is a brief outline of CIR duties. However, they may vary greatly in emphasis and content from one contracting organization to another. Duties may include all or just one of the following:

**a.** Assistance in projects related to international activities carried out by the contracting organizations (Such activities may include: editing, translating and compiling pamphlets into a foreign language; assisting in planning, designing and implementing international exchange programs, including international economic exchange programs; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign community residents.);

**b.** Assistance in English language instruction of employees of contracting organizations, school children and local residents;

**c.** Assistance in planning and participation in activities of local private groups or organizations engaging in international exchange;

**d.** Assistance in exchange activities related to local residents’ cross-cultural awareness and understanding as well as supportive activities for foreign nationals residing in Japan;

**ADDITIONAL TASKS – SUBURBS/COUNTRY**

* Assist with the town’s international affairs (can also be with non-English speaking countries)
* Increase local interest about foreign language
* Advise and support local internationalization activities
* Cooperate in cross-cultural understanding activities with local citizens and helping foreigners adapt to their new environment
* Other work considered necessary by the head of the division

**ADDITIONAL TASKS – DESIGNATED CIY (pop. 500,000+)**

* Interpreting for visitors from abroad
* Acting as a liaison between host city and sister cities
* Edit newsletters/international association website
* Plan citywide events, assist in international PR
* Provide technical language support for existing programs (PSAs, immigration counseling, school seminars, adult language education, cooking classes, city conferences)
* You might be able to plan events with other CIRs if approved by your supervisor

**WHAT THIS MEANS IN PRACTICE**

* **Translating/Interpreting** – often major part of urban CIR’s job. Opportunities likely to be limited for suburban or rural CIRs, unless your CO has a sister city or other similar arrangement, but keep an eye out for possible projects.
* **School Visits** – likely to be a major part of the job for CIRs in smaller municipalities. Most often you will visit elementary schools – more cultural awareness than actual language instruction (though this may change). Bring as many props, souvenirs, A/V materials from your home town or country as you can – they’ll come in very handy.
* **Speeches/Presentations** – usually between 30-60 minutes to civic or other groups. Prepare and practice in advance, try to find out what they want to hear about (if they know) and tailor accordingly. Master PowerPoint.
* **Adult Foreign Language Teaching** - usually after hours, may get comp time (*daikyû*). Wonderful way to get to know the local community and build a base for event planning etc. Again, props and A/V materials are handy.
* **Event Planning and Management** – larger cities in particular may have pre-existing festivals or events at which you can help out or volunteer. Once you’ve got the lay of the land, you can think about planning your own events. Events featuring food are always good. Use the talents of your prefecture’s ALTs as much as possible.
* **Print Media** – you may be asked to translate tourism brochures or promotional material for local products. Also, your CO will probably have a *kôhô* (newsletter), for which you may be asked to contribute a column. If not, volunteer, or consider asking if you can start your own small publication.
* **Web and Social Media** – ask if you can add your profile to or update the city’s foreign language web page. A good activity for when you first arrive. Exercise caution when using other forms of web-based media (Facebook, YouTube, Twitter etc).

**SITUATIONAL JAPANESE (available at orientation and via correspondence courses)**

* Language ability (esp. *keigo*) possibly the #1 source of stress for new CIRs; targeted study and practice will help a lot
* Importance of *keigo* and “office” Japanese for: using the telephone (courtesy calls, transferring calls), introductory visits, receiving visitors, making requests, informal meetings, event planning, speeches, speaking about your home country
* Also be aware of importance of more informal Japanese and regional dialects for: office parties (*enkai*), school visits

**ADDITIONAL INFORMATION**

CIR info from JET Program homepage — <https://jetprogramusa.org/positions/>

CIR Handbook – <http://jetprogramme.org/wp-content/MAINPAGE/current/publications/altcirseahandbook/2017%20-%20CIR%20Handbook.pdf>

CIR Homepage – <https://cirhomepage.boards.net/>

英辞郎― <https://eow.alc.co.jp/>  (Great resource for finding words and phrases for translating)

「メールは1分で返しなさい」著者：　あゆみ – great for writing business emails

「電話応対&敬語・話し方のビジネスマナー」　著者： – self explanatory

\*piece of advice: get an electronic dictionary