

# MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office  
Marine Corps Installations Pacific-MCB Camp Butler  
U.S. Marine Corps

## MLC/IHA 求人数募集

海兵隊 民間人人事部

### How to Apply (応募方法)

#### - When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。

#### - Email submissions (メールで履歴書を提出する場合)

Submit to [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) に提出

- Email subject must contain job title and PWO#  
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.  
添付書類は PDF (3 個以内) で提出お願いします。

#### - Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below. 求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

#### - Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.  
応募を希望する従業員は締切日の 16:30 までに人事部 MLC/IHA 雇用係 (メールによる応募も同様) 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
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.  
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)  
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) までご連絡下さい。

Announcement No. <b>44-24</b>		<b>Re-Announcement</b>		<b>13 Mar 24</b>	
PWO #: 266		<b>Position title: Inter-Cultural Coordinator, #097</b> <b>BWT-1, Grade-5, LPL-3</b>			
<b>MLC F/T Permanent</b>		Number of position(s): 1		Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, MCCS Division, P & PD Branch, Resources Section Family Programs and Resource					
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員				Closing date: (提出期限) 22 Mar 2024	
<b>Summary of duties:</b> Serves as a Japanese and Okinawa cultural and language instructor. Studies course objectives, texts, training aids, and materials. Prepares training materials and hand-outs to be used for the assigned training programs by designing and reproducing materials. Independently develops, organizes, and coordinates the Japanese cultural and language programming for Marine Corps and Navy units, and installation tenant organizations assigned to Okinawa. Conducts classroom training and briefs. Facilitates the Okinawa Cultural Awareness brief during Newcomers' Orientation Welcome Aboard and Navy Indoctrination Briefs. Prepares lesson plans and estimates hours required for trainings. Maintains adequate supplies and equipment to support training curriculum. Conducts surveys of class desired within the community, prepares reports and develops programs to meet these needs. Provides specified data for off-base living to include information concerning Japanese homes, paying household bills, cultural and recreational opportunities. Interprets and translates Japanese into English and vice versa, providing non-legal/non-commercial/non-technical statements and documents. Provides translation services for MCCS Marine and Family Programs units. Assists in preparation of, and participates in, sessions between surviving Japanese spouses of military veterans and installation Retired Activities Office representatives. Maintains contact with representatives of the Japanese Government, civil organizations and agencies, as required; promotes understanding of the different cultures, customs, and background by arranging community projects for military and civilian organizations to include initiating, developing, and participating in such activities. Performs consistent monthly outreach to military units ensuring continual marketing of the Personal and Professional Development – Resources, Cultural Program, to ensure awareness of available services and related needs are met. Makes necessary arrangements to invite Japanese cultural entertainers to demonstrate Japanese culture programming, while ensuring they are given the full convenience of uninterrupted performances. The incumbent is also required to participate in mass casualty/crises action support drills, real-world emergency family assistance response exercises, and serves as a MCCS MCBF Emergency Family Assistance Center operations team member. This position is required to work outside of normal duty hours to include occasional evenings and weekends as directed and travel to all Navy and Marine Corps installations on Okinawa as business needs require. A GOV license is required to be obtained upon hire.					
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. One year experience in a customer service position. Must provide world-class customer service to receive visitors and telephone calls to the office, determine the nature of requests and direct callers to appropriate staff, or personally provide the information desired when routine or procedural matters of the office are involved.</li> <li>2. Must be a subject matter expert in the areas of Japanese and Okinawan cultures, customs and maintain proficiency in this area.</li> <li>3. Must be able to handle to multitask and be able to prioritize duties while working under strict deadlines.</li> <li>4. Must have the ability to communicate, interpret, and translate both in English and Japanese in speaking and in writing, and express oneself in a professional manner (LPL-3 or above) with diversified groups, individuals, organizations and coordinating events.</li> <li>5. Must have the knowledge and ability in operating MS Programs, Outlook, Word, Excel and PowerPoint.</li> <li>6. Must be able to work outside of normal duty hours to include nighttime and weekends, as directed, and travel to all Navy and Marine Corps installations on Okinawa as needed.</li> <li>7. Must be able to obtain a U.S. Government Vehicle Operator's Identification Card and safely operate and maintain a government owned passenger vehicle.</li> <li>8. Must have experience in public speaking or facilitating brief or workshops to diversified groups.</li> </ol>					
Work Schedule: Shift Schedule: 0730 – 1630, Mon – Fri, 40 hours a week					

**Required documents/提出書類：**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

**注：以上の資格証のみを提出してください**

## LANGUAGE PROFICIENCY LEVEL (LPL) 語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。  
For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.