

## **NEW JOBS (English-speaking Library Assistant)**

The Ichikawa Central Library is looking for an English-speaking library assistant staff.  
Information about the recruitment of an English-speaking library assistant.

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| Job Duration<br>(Status)    | Part-time Fiscal Year Appointed Employee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Job Description             | <ul style="list-style-type: none"> <li>•Reading books in English aloud at kindergartens, nursery schools and primary schools.</li> <li>•Reading English aloud in the library.</li> <li>•Creating handouts and posters in English.</li> <li>•Assist the librarian with daily library services.</li> </ul> (Help select English-language books. Provide assistance to library visitors.)                                                                                                                                                   |
| Positions Available         | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Eligibility<br>Requirements | Applicants must: <ul style="list-style-type: none"> <li>•Be a native or certified fluent speaker of English.</li> <li>•Be mentally and physically healthy.</li> <li>•Hold at least a bachelor's degree.</li> <li>•Have excellent English pronunciation, rhythm, intonation, and voice production skills.</li> <li>•Have conversational Japanese abilities.</li> <li>•Preference will be given to applicants who have experience in child education or child welfare at libraries, schools, or other child-related facilities.</li> </ul> |
| Number of<br>working days   | Three days a week (two weekdays and Saturdays)<br>*Subject to change due to events.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Standard Work<br>Hours      | From 8:50 a.m. to 3:35 p.m.<br>(6 hours a day, 45 minute break)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Period of<br>Employment     | From September 1, 2026, to March 31, 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Salary and<br>Benefits      | <ul style="list-style-type: none"> <li>•Salary: 2,097 yen per hour</li> <li>•Bonuses: performance bonuses</li> <li>•Transportation allowance: Provided separately.</li> <li>•Paid annual leave</li> <li>•Paid sick leave</li> <li>•Special leave</li> </ul>                                                                                                                                                                                                                                                                              |
| Social Insurance            | Official accident compensation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Selection Process           | <ul style="list-style-type: none"> <li>•Resume screening</li> <li>•Read English picture books aloud</li> </ul> *Please note that the interview will be conducted in Japanese.                                                                                                                                                                                                                                                                                                                                                            |

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| <p>Period of Application</p>              | <p>Application will be available: From July 11, 2026, to July 22, 2026.<br/>(at Ichikawa Central Library)<br/>10 a.m. to 5 p.m. except on July 13 and July 21.<br/>Or the application documents can be downloaded from the Ichikawa Central Library Website.<br/>Submission: from July 11, 2026, to July 22, 2026.<br/>10 a.m. to 5 p.m. except on July 13 and July 21.<br/>Deadline: July 22, 2026, 5 p.m.</p>                                                                                                                                                                                                                                                                 |
| <p>Required Application Documents</p>     | <p>1) Application Forms (Both English and Japanese)<br/>*Please put a photo (size: 4x3cm) only on the Japanese Application Form.<br/>2) An essay (about your reasons for applying to be an English-speaking Library Assistant written in Japanese or English) *The format is free<br/>3) A Self-Assessment Medical Report<br/>*Distributed at Ichikawa Central Library<br/>4) An Official University Certificate of Graduation (COPY ACCEPTED)<br/>5) One self-addressed stamped envelope (size: 120 x 235mm)<br/>*Please affix a 110 yen stamp and write your name and address on the front of the envelope.<br/>*All documents must be submitted by July 22, 2026, 5 p.m.</p> |
| <p>For Inquiries and Application Form</p> | <p>Contact:<br/>Ichikawa Central Library, English Library Assistant Recruitment Officer<br/>E-mail: lbsogo@city.ichikawa.lg.jp</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |