

**Job Posting for Public Relations Position
in Culture, Education, and Public Affairs Section,
Consulate General of Japan in Detroit**

April 2015

1. Background on the Consulate-General of Japan in Detroit:

In 1993, as a result of the growing number of Japanese residents and businesses in Michigan and Ohio, the Consulate-General of Japan in Detroit was established. Consulate surveys indicate that there is now a combined total of nearly 900 Japanese owned facilities in Michigan and Ohio. The current two-state population of Japanese nationals exceeds 25,000.

Important consulate missions include: providing support and service to local Japanese nationals, promoting trade and business development between Japan and the U.S., and strengthening U.S.-Japan relations and mutual understanding through various local economic, educational and cultural activities and exchanges.

2. Available Position (1 year contract):

- Position: Assistant in the Culture, Education and Public Affairs Section
- Opening: 1
- Contract period : May 1st 2015 to March 31, 2016
- Hours: Mon. to Fri. 9:00AM to 5:00PM (including 1 hour lunch break)
- Location: Consulate General of Japan in Detroit
(400 Renaissance Center, Suite 1600, Detroit, MI 48243)
- Compensation: Salary will be determined based on experience; please note, there are no benefits offered with this position.

3. Main Responsibilities:

- Assistance in consulate efforts to strengthen U.S.-Japan relations through culture, education, grass-roots exchanges within the states of Ohio and Michigan; duties include:
 - ✓ gathering, organizing and analyzing information in Michigan and Ohio on relevant issues pertaining to public relations, culture, education and grassroots exchanges;
 - ✓ drafting speeches and official correspondence for the Consul General and Deputy Consul General;
 - ✓ reaching out to local educational organizations, cultural institutions, municipalities, non-profit organizations and media outlets for promotion of Japan-related issues.

4. Requirements:

- Four-year college/university degree;
- Ability to research, analyze and communicate topics pertaining to culture, education, and public relations;
- High level proficiency in Microsoft Office suite, particularly in Word, Excel, and Power Point Microsoft Access and Photoshop experience preferred.
- Native or near native verbal and written communication skills in English. Preference given to those who also possess Japanese communication skills.
- JLPT certificate copy if applicable.

5. Required materials for application;

- Resume, cover letter, and three references with contact information.

6. Application procedures:

- Submit the above-mentioned application materials by e-mail to:
info@dt.mofa.go.jp
- Applications will be reviewed within two weeks of receipt; selected applicants will be contacted directly to schedule an interview.

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