

POSITION OPENING

CONSULATE GENERAL OF JAPAN IN DETROIT
CULTURAL AND PUBLIC AFFAIRS COORDINATOR

The Consulate General of Japan in Detroit is seeking a highly motivated, team-oriented individual for the position of Cultural and Public Affairs Coordinator at the Consulate office in the GM Renaissance Center, Downtown Detroit.

The Consulate offers group health insurance, paid vacation and sick leave. Work hours are from 9AM to 5PM, Monday through Friday, with various weeknight and/or weekend events (paid overtime).

Candidates must be a U.S. Citizen or U.S. Green Card holder. All candidates will be subject to background checks.

Core Responsibilities

- Collaborating on and coordinating of programs and events (invitation programs, lectures, demonstrations, exhibitions speech contests, etc.)
- Composing and editing communications (speeches, correspondence, articles, etc.)
- Engaging with cultural, academic, community and media related individuals and groups; develop and maintain close working relationships on behalf of the Consulate
- Researching and reporting media reports on relevant cultural, academic and Japan-related activities in Michigan and Ohio
- Responding to public inquiries and requests
- General administrative tasks (maintaining databases, scheduling, reporting, etc.)
- Assisting with others' workload within the section, supporting Tokyo staff, as requested and Consulate-wide events and programs, as needed

Requirements

- Sincere interest, knowledge and appreciation of Japanese culture
- Knowledge of Japanese current events, working culture and etiquette
- High level of respect and professionalism; team oriented, resourceful and dedicated
- Excellent interpersonal and project management skills
- High proficiency in English verbal and written communication
- Japanese language skill (reading and speaking) preferred
- Proficiency in Microsoft Office
- Bachelor's degree in related field

Application

- Submit resume, cover letter and three references with contact information by email to info@dt.mofa.go.jp.
- The deadline for submitting applications is **Friday, August 14 at 5:45 pm EST**.
- Applications will be reviewed within two weeks of receipt; selected applicants will be contacted directly to schedule an interview