

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.

Candidates must be a U.S. Citizen or U.S. Green Card holder. All candidates will be subject to background checks. Applicant must apply by May 27th. (Accepting applications immediately.)

General Information

- For immediate hire/ starting in June/July 2019.
- 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).

Core Responsibilities

- Composing and editing Consulate communications including speeches, monthly newsletters, Facebook posts, correspondence etc.
- Collaborating on and coordinating of programs and events (invitation programs, lectures, demonstrations, exhibitions, speech contests, etc.)
- Daily monitoring of media outlets in Michigan and Ohio and creating relevant reports
- Engaging with cultural, academic, community and media related individuals and groups; developing and maintaining close working relationships on behalf of the Consulate
- Responding to public inquiries and requests
- Conducting school visits to teach local K-12 students about Japanese culture
- Consulate website management
- General administrative tasks (maintaining databases, scheduling, reporting, etc.)
- Assisting with others' workload within the section and the Consulate, and participating in Consulate events and programs, as needed

Requirements

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

Application

- Submit resume, cover letter and three references with contact information by email 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