

POSITION OPENING: CULTURAL AND PUBLIC AFFAIRS COORDINATOR, CONSULATE GENERAL OF JAPAN IN DETROIT

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 February 28. (Accepting applications immediately.)

General Information

For hire / starting in April 2021.

The Consulate offers group health insurance, paid vacation and sick leave. Work hours are from 9AM to 5PM, Monday through Friday, with occasional 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, Facebook and Youtube management and editing original video contents.
- 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
- ☐ Basic knowledge of video editing software
- ☐ 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 two 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 (virtual).