

POSITION OPENING

CONSULATE GENERAL OF JAPAN IN DETROIT

CULTURAL AND PUBLIC AFFAIRS STAFF MEMBER

The Consulate General of Japan in Detroit is seeking a highly motivated, team-oriented individual for the position of Cultural and Public Affairs Staff Member at the Consulate office which is currently located at 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. Application deadline: Wednesday, May 28th. *Accepting applications immediately until position is filled. Qualified candidates may be contacted to interview before the application deadline.*

General Information

- For immediate hire / starting by July 1, 2025
- 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 or compensatory time off).

Core Responsibilities

- Composing and editing Consulate communications including monthly newsletters, social media posts, speeches, correspondence, etc.
- Daily monitoring of media outlets in Michigan and Ohio and creating relevant reports
- Collaborating and coordinating to support programs and events (invitation programs, lectures, exhibitions, cultural festivals, speech contests, etc.)
- Managing Consulate website, event calendar, cultural artifacts collection, and survey data records
- Other work related to culture, education, mass media and public relations

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 working culture and etiquette
- Excellent interpersonal skills
- Proficiency in Microsoft Office
- Japanese language skill preferred but not required

Application

- Submit resume, cover letter, and three references with contact information by email to pr@dt.mofa.go.jp.
- Applications will be reviewed and selected applicants will be contacted directly to schedule an interview.