

## **POSITION OPENING**

CONSULATE GENERAL OF JAPAN IN DETROIT

POLITICAL AFFAIRS

The Consulate General of Japan in Detroit is seeking a highly motivated, team-oriented individual for the position of Research Analyst in the Political Affairs Section at the Consulate office in the GM Renaissance Center, in downtown Detroit.

Candidates must be U.S. Citizens or U.S. Green Card holders. All candidates will be subject to background checks. Application deadline: July 30, 2025. *Accepting applications immediately until position is filled. Qualified candidates may be contacted to interview before the application deadline.*

### **General Information**

- Starting in mid-September, 2025
- 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 or compensatory time off).

### **Core Responsibilities**

- Participation in consulate mission to strengthen U.S-Japan ties within the states of Michigan and Ohio; duties include:
- gathering, organizing and analyzing information on relevant political issues
- making appointments for Consulate officers
- drafting speeches and official correspondence for the Consul General and Deputy Consul General
- other work related to the political issues

### **Requirements**

- Bachelor's degree
- High proficiency in English verbal and written communication
- High level of respect and professionalism. Team oriented, resourceful, and dedicated.
- Ability to research, analyze and communicate political topics
- Proficiency in Microsoft Office (Word, Excel, Power Point)
- High proficiency in data organization, layouts and mapping

### **Application**

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