

POSITION OPENING

CONSULATE GENERAL OF JAPAN IN DETROIT
POLITICAL/ECONOMIC AFFAIRS STAFF MEMBER

The Consulate General of Japan in Detroit is seeking a highly motivated, team-oriented individual for the position of Political/Economic Affairs Staff Member at the consulate office in downtown Detroit.

Candidates must be U.S. citizens or U.S. green card holders. All candidates will be subject to background checks. Applicants must apply by June 19th. (Accepting applications immediately and until position is filled.)

General Information

- For immediate hire/starting in August 2026
- 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

- Participation in consulate mission to strengthen U.S-Japan governmental and economic ties with the states of Ohio and Michigan; duties include but are not limited to:
- supporting and assisting in the daily activities of the diplomats, including drafting of communications, speeches, letters, remarks, etc.
- maintaining consulate contacts; making appointments; developing itineraries for diplomats
- daily tracking of major political and economic news items
- conducting some research related to state/local political, governmental and policy developments.
- annual administering of Japanese Direct Investment Survey
- assisting in the organization of receptions, events, and meetings
- attending and accompanying diplomats to meetings, notetaking, etc.

Requirements

- Bachelor's degree
- High proficiency in English verbal and written communication; Japanese language skills welcome but not necessary
- Ability to research, analyze and communicate political and economic topics
- Teamwork, flexibility, resourcefulness, time management
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficiency in data organization, layouts, mapping, image editing software, etc., for the purpose of creating PR materials and internal reports
- Professional work experience and understanding of the Japanese economic activity in Michigan/Ohio are preferred

Application

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