

## **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: Friday, May 17<sup>th</sup>. *Accepting applications immediately until position is filled. Qualified candidates may be contacted to interview before the application deadline.*

### **General Information**

- For immediate hire / starting in June 2024
- 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 (compensatory time off).

### **Core Responsibilities**

- Composing and editing Consulate communications including speeches, monthly newsletters, social media posts, correspondence, etc.
- Collaborating and coordinating to support programs and events (invitation programs, lectures, exhibitions, cultural festivals, speech contests, etc.)
- Daily monitoring of media outlets in Michigan and Ohio and creating relevant reports
- Engaging with cultural, academic, community, and media-related groups and individuals; 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
- Designing and creating media, presentations, etc. to teach local residents about Japan
- Managing Consulate website, social media pages, cultural artifacts collection, and survey data records
- General administrative tasks (maintaining databases, scheduling, reporting, etc.)
- Assisting with others' workload within the section and within 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 regarding 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](mailto:pr@dt.mofa.go.jp).
- Applications will be reviewed and selected applicants will be contacted directly to schedule an interview.