The Consulate General of Japan in New York is currently seeking two Public Relations and Communications Assistants to assist with work on cultural events and social media. These are CONTRACTED positions that will run from July 2021 until end of March 2022 (starting date is negotiable).

Working hours will be Monday through Friday, 20~29 hours per week, with a flexible schedule.

To apply for a position, please submit the following to <mailto:kyujin3@ny.mofa.go.jp> by May 13, 2021:

Your name:

Preferred position (①cultural events assistant, ② social media assistant)

Preferred Email Address:

Mailing Address:

Cell Number:

Resume

We are looking for an organized team player who can accommodate a variety of tasks and assume the following responsibilities:

**< Cultural Events Assistant>**

**Responsibilities**

●Write newsletters, emails and other materials

●Correspond with individuals and organizations in an official capacity for various programs, including collaborative grassroots events

●Respond to general inquiries from the public, within our jurisdiction

●Conduct research on Japan-related cultural issues and US media outlets

●Other duties as deemed necessary

**Qualifications**

●Must be a U.S. citizen or a permanent resident

●Excellent writing, research, communication and organizational skills

●Knowledge of, and interest in, current and international affairs

●Ability to read Japanese official documents and answer inquiries in Japanese

●Knowledge of Japanese culture, economics, history, politics and society

●A commitment to promoting Japan-U.S. relations

●Capable of working effectively with social media

**Ideal Candidate**

●Has a Bachelor’s degree in a relevant field such as Politics, International Relations or Public Relations

●Can manage multiple projects simultaneously and adjust priorities accordingly

●Has the ability to understand our organization and its goals from the inside and out

●Can work well as part of a team, especially on cross-disciplinary initiatives, and is innovative and flexible with assignments

●Observes deadlines and possesses exceptional reporting skills

●Demonstrates strong Japanese language ability both in writing and speaking

●Has prior work experience in Japan or at a Japanese company

●Possesses some skills in graphic design and programming.

**< Social Media Assistant>**

**Responsibilities**

●Assisting with Japan-related social media postings and analyses of the Consulate’s SNS accounts

●Searching online for Japan-related events/articles for sharing on Consulate’s SNS accounts

●Creating presentations using Microsoft PowerPoint

●Data gathering for said presentation materials

●Assisting with outreach activities to schools, universities and other educational organizations

●Assisting with governmental scholarship program coordination

●Responding to and following up with public inquiries by phone and email

●Various administrative tasks for public relations and cultural events

●Other duties as deemed necessary

**Qualifications**

●Excellent writing and communication skills

●Knowledge of and experience with social media platforms (Facebook, Twitter, Instagram etc.)

●Knowledge of and experience with using Microsoft Word, Excel and PowerPoint

●At least two years of college education

●MUST be a U.S. citizen or permanent resident

●Native-level English

**Ideal Candidate**

●Has prior experience with public relations or event planning work

●Demonstrates knowledge of Japanese culture and/or Japanese work culture

●Possesses some Japanese language ability (advanced ability is preferred)

●Has prior work experience in Japan or at a Japanese company

●Is skilled in photo editing, video editing, and/or graphic design

●Possesses basic proficiency in Adobe Elements Suite or equivalent applications

●Familiarity with live streaming is helpful