The Consulate General of Japan in New York is currently seeking a **Social Media Assistant** to assist with social media postings and the organization of Japanese cultural events.

This is a CONTRACT that will run from August 2023 until the end of March 2024. We offer flexibility in the start date and in scheduling about 20 hours on duty between Monday through Friday to offset the compensation of around $15,000 for the contracted period.

To apply for this position, please submit the following to [kyujin-jic2@ny.mofa.go.jp](mailto:kyujin-jic2@ny.mofa.go.jp) by **June 30, 2023**:

Your name:

Email address:

Mailing address:

Cell number:

Resume

We are looking for an organized team player who can manage a variety of tasks and assume the following responsibilities as **Social Media Assistant.**

**Responsibilities**

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

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

●Graphics and video production and editing

●Research and technical support for presentations

●Various administrative tasks related to the Consulate’s public relations efforts and cultural events

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

●Other duties as deemed necessary

**Qualifications**

●Excellent writing and communication skills

●Possesses skills and experience in graphic design

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

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

●At least two years of college education

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

●Full professional proficiency in 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