Consulate-General of Japan in Chicago

Position Available: Political Assistant
The Consulate-General of Japan in Chicago is seeking a Political Assistant at the Political Section.

Duties:
- Research and analysis in the areas of politics in the Midwest; Data entry for statewide, congressional and some local elections from open sources;
- Daily news monitoring and email reporting on political development in the jurisdiction;
- Speech and presentation drafting for the Consul-General;
- Organize meetings with the three branches of the local government, media and other organizations; Administer projects and make relevant logistical arrangements;
- Administrative duties within the Consulate, including assistance at its events and official visits.

This is a full time position and salaries will be determined according to skill level and experience. Locally hired employees with the Consulate are provided with healthcare benefits.

Qualifications:
- Legal status in the US with a valid work permit;
- Bachelor's degree or higher in political science, international relations, public policy or relevant area.
- Two to five years of professional experience;
- Knowledge of the U.S as well as the Midwest in matters of politics, policy making, and so forth.
- Strong writing skills (email, letter, and speech); Strong research skills; Effective media monitoring skills.
- Advanced communication skills for relationship and network building including across cultures.
- Proficiency in MS Office (Word, PowerPoint, Excel);
- Please indicate JLPT level, if applicable.

To Apply, please submit your resume with a cover letter, and a 200 word answer for each of the following questions in a <u>PDF format</u> by March 29, 2018 to: <u>somu@cg.mofa.go.jp</u>
1 . Describe the state of Japan- US bilateral relations and the role of our Consulates.
2. Summarize a bio of your congressional representative.

Please note that we will not accept inquiries and only applicants selected for an interview will be contacted.