

Consulate General of Japan at Chicago
Position in Japan Information Center

Position Available: Media Relations Coordinator

Responsibilities:

Under the direct supervision of the Chief of Japan Information Center

- Monitor and analyze newspapers, radio, TV and other public and private media in 10 Midwest states.
- Research on media relations in 10 states including building a network of contacts for the JIC.
- Ensure implementation of the JIC's media strategy as it is related to media outreach, and promotion of priority issues and events, with a development focus.
- Conduct a survey of media relations issues in 10 Midwest states.
- General office responsibilities, including Japan-related inquiries, correspondence, IT affairs (Facebook, twitter, newsletter) and event coordination.

Qualifications:

- US citizen or permanent residency holder (working permit holder).
- Major in media relations, public relations, journalism, communications or related area will be highly desirable.
- Excellent communication skills.
- Strong computer skills (database knowledge is preferred).

Languages:

- English and Japanese are the working languages in Japan Information Center. Fluency in oral and written English is required. Good working knowledge of Japanese is preferable.

Work hours:

Five days per week, from Monday to Friday, 9:15am-5:00pm each day. Occasional overtime.

Please submit a cover letter and resume by August 15, 2014 to:

Consulate General of Japan at Chicago
Japan Information Center
Attn: Mr. Koji Kaneko
737 N. Michigan Avenue, Suite 1000
Chicago, IL 60611

(Note) If necessary, in-person interviews would be held for the shortlisted applicants in late August at the Consulate. If you have any inquiry, please send an email to jic@cg.mofa.go.jp. We won't accept any inquiry via phone call.