

The Consulate-General of Japan in Chicago is seeking an assistant in the General Affairs Section.

Position: Coordinator in General Affairs

Duties:

- Conducting administrative work in General Affairs, including research, communications with individuals and organizations, data entry
- Coordinating with Japan-related organizations in the Midwest
- Event planning for Consulate functions, including guest list management, invitation preparation and mailing, negotiations with venue and vendors, staffing the event
- Scheduling/organizing meetings with local government, private entities, and community groups
- Arranging itineraries for officers' visits/travels and accompanying as directed
- Speech writing for Consulate's representative at events

Skills required:

- Administrative skills (organizing events, scheduling appointments, time management, etc.)
- General computer skills (email, internet); MS Office skills (Word, Excel, PowerPoint, Outlook)
- Communication/Interpersonal skills (writing, verbal/non-verbal, teamwork, cultural adaptability)
- Research skills; Media & Social Media monitoring skills

Qualifications:

- Legal status in the U.S. with a valid work permit
- Bachelor's degree
- Strong interest in helping the relationship between Japan and the United States of America
- Strong work ethic and positive attitude with the ability to work under pressure
- Japanese language ability is highly preferred. Please indicate JLPT level or relevant classes/experience, if applicable.

Skill Test & Interview:

Candidates who pass the thorough application review will be contacted for the Skill Test and Interview to be scheduled the week of July 15, 2019. The Skill Test and Interview will take 1 hour and 30 minutes, respectively.

To apply, please submit your resume with a cover letter, and a one page (letter size) essay describing the reason for applying for this position and your experience with Japan in a PDF format by July 11, 2019 to: somu@cg.mofa.go.jp

Please note that we will not respond to any inquiries regarding this opening, and only applicants selected for an interview and skill test will be contacted.