

The Consulate-General of Japan in Chicago is seeking a new staff member in the Economic Section for a 2-year position.

Position : Economic Partnership & Grassroots Caravan Coordinator

Duties:

- Assisting and joining the Consulate's events
- Assisting and joining officer's visits/travels
- Arranging/organizing meetings with local government, private entities, and community groups
- Daily news monitoring and making relevant news article report
- Assisting the economic officer's duties including research and data entry

Skills required:

- MS Office skills (Word, Excel, Power Point)
- Administrative skills (answering phone/email inquiries, scheduling appointments, time-management, etc.)
- Communication /Interpersonal skills (writing, verbal/non-verbal, teamwork, reporting)
- Research / Media/SNS monitoring skills (economic data research, news/archives research)

Qualifications:

- Legal status in the US 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 skill is not required, but preferred. Please indicate JLPT level if applicable.

Skill Test & Interview:

For the applicant who passed the thorough application review will be contacted for Skill Test and Interview to be scheduled on July 22 or 23, 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 **one page (letter size) essay describing the reason for applying for this position and your experience with Japan in a PDF format** by July 15, 2019 to: motohiro.hayami@mofa.go.jp

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