

Consulate-General of Japan in Chicago

Position in the Japan Information Center (JIC)

Position Available: PR and Communications Coordinator

Responsibilities: Under the supervision of the Director of the Japan Information Center

- Promote Japan-related topics and events by using the Consulate's social media tools (Facebook, Twitter etc.)
- Manage all contents on the Consulate's English website
- Draft and publish a monthly e-mail newsletter featuring Japan-related topics and events in the Consulate's 10-state jurisdiction
- Draft speeches/remarks for the Consulate's representative at events
- Assist and join programs which introduce Japan and Japanese culture (origami, tea ceremony, kendo, kimono, calligraphy etc.) to local schools and community groups
- General office responsibilities including attending and organizing events as well as helping other staff members' tasks as needed.

Qualifications:

- US citizen or permanent resident holder (working permit holder).
- Excellent communications and writing skills.
- Strong computer skills including HTML/web design skills.
- Strong interpersonal, teamwork, and organizational skills.
- Long-term experience of living in Japan is preferred.
- Bachelor's degree in marketing, communications or Japan-related studies is preferred.

Languages:

- English and Japanese are the working languages of the JIC. Native in English, proficient Japanese ability preferred.

Please submit a cover letter and resume in PDF format by July 30th, 2021(extended) to: jic@cg.mofa.go.jp

(Note for applicants)

- No hard copy of application materials required
- In-person interviews will be held for the shortlisted applicants in late July- mid August, 2021 at the JIC.
- Any questions should be directed to jic@cg.mofa.go.jp. No telephone inquiries will be accepted.