

EMPLOYMENT OPPORTUNITY
Consulate-General of Japan in Chicago
(Associate, Political Affairs Section)

The Consulate-General of Japan is seeking a highly motivated, team-oriented individual
for the position of Associate, Political Affairs section.

Please see below for details.

-The Consulate offers group health insurance 80% coverage, paid vacation and sick leave. Working hours are 9:15 am – 5:00 pm, Monday through Friday, with the occasional weeknight and/or weekend event (paid overtime). Salary is commensurate with experience. The minimum monthly base salary for this position is between \$ 3,800 and \$4,000. Depending on your experiences, the salary may increase beyond this range.

-The Consulate does not withhold federal or other taxes from employee salaries.

Start Date

Mid July, 2025

(There will be a probation period of 3 months before being officially hired.)

Position

Associate, Political Affairs Section

(This is a **full-time in person position**. Due to the nature of the work done at the Consulate, there is no remote or hybrid flexibility unless humanitarian reasons)

Major Responsibilities include, but are not limited to:

- Compile reports on national political issues, mainly focused on the US-Midwest.
- Draft and edit letters, documents and speeches.
- Coordinate meetings and events.
- Conduct research and analysis of national political issues related to the US Midwest states.

Qualifications

- Must be a U.S. citizen or a U.S. green card holder
- Bachelor's degree

Preferred Competencies *Japanese language skill is not required.

- Ability to work with staff and the general public.
- Ability to work independently and as a part of a team.
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines.
- Advanced knowledge and strong interest in US politics and international issues.
- Analytical skills.

- Presentation skills.
- Computer skills (Microsoft Office, Outlook, Access etc.)

How to apply

E-mail with the subject line titled “Application: Associate, Political Affairs Section” your **resume, cover letter, reference, 1-page essay on why you are applying for this position in a PDF format** to: naohito.fujimoto-2@mofa.go.jp by **6:00 p.m. on June 13, Friday, 2025.**

Interview

Applicants who pass the application review will be contacted for Interview to be scheduled between **June 26 and 27, 2025.** The Interview will take between 30 minutes and an hour. We may ask for the second interview.

Please note:

- We do not accept phone calls. Due to the high volume of resumes we receive we cannot guarantee consideration of your application if the submission instructions are not properly followed.
- We will not respond to any inquiries regarding this offer, and only applicants selected for an interview and skill test will be contacted.
- Any documents submitted to the Consulate in the course of this application procedure will not be returned to the sender.
- Successful candidates will be requested to submit their background check information.

(End)