

## **About the Job**

The Japan Information and Culture Center at the Consulate General of Japan in Los Angeles seeks to fill a Public Relations Advisor position to advance our cultural diplomacy objectives. The ideal candidate should have a firm understanding of Japanese culture and society, as well as Japan's foreign policies. The candidate should have strong communication skills in business-level Japanese and English, an event organizing background and outreach capabilities including the use of social media. The candidate must be able to function as a team player in a Japanese bureaucracy and understand the role of the Japanese Consulate.

## **Duties and Responsibilities**

- Translating and summarizing English language documents, articles and other materials into concise and accurate Japanese
- Composing and drafting business letters, speeches, greetings and other correspondence in Japanese
- Assisting in the planning and execution of Consulate-sponsored events
- Handling media relations and disseminating information on Japanese policy and topics
- Reports to the Director of the Japan Information and Culture Center
- Additional tasks outside of the job description may be required

## **Requirements**

- Native or high level fluency in Japanese acquired through formal education
- Clear and concise oral and written communication skills in Japanese and English
- Work authorization in the U.S (no visa support)
- A Bachelor's degree or higher (Master's degree or higher preferred)

- Minimum 2-3 years in an office setting
- Some working experience in either Japan or in a Japanese speaking environment
- Computer literacy: knowledge of social media
- Proficiency in languages in addition to Japanese and English a plus

**To Apply:**

Send cover letter, resume, and a **Japanese** essay (1,000 letters or less) on the following subject: 『日米関係を一層発展させるための方策』(形式自由)

Please send via email to **info@ls.mofa.go.jp** with subject line "Public Relations Advisor".

**Due to the high volume of resumes we receive, only successful candidates will be contacted. Please no phone calls. We cannot guarantee consideration of your application if the submission instructions are not properly followed.**