

POSITION AVAILABLE:

Project Assistant (Political/Economic and Japanese American Affairs)

About the Job

The Consulate General of Japan in Los Angeles seeks a Project Assistant to support a variety of projects to advance the consulate's objectives in the political and economic arena as well as in its relations with the Japanese American community. The ideal candidate should be bilingual in Japanese and English (both spoken and written), with strong communication, organizational, and event planning skills. 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

- Assisting in the planning and execution of consulate-sponsored events
- Responding to inquiries from the public
- Supporting records maintenance of key contacts
- Translation and drafting of written materials
- Conducting research on assigned topics
- Administrative duties supporting the work of the section
- Reports to the Consul for Political/Economic and General Affairs
- Additional tasks outside of the job description may be required

Requirements

- Work authorization in the U.S. (no visa support provided)
- A Bachelor's degree with minimum 2-3 years in an office setting
- Some working experience either in Japan or in a Japanese speaking environment
- Basic knowledge of Japanese culture, society, and foreign policy
- Strong interest in Japan-U.S. relations and promoting the bilateral relationship
- Clear and concise oral and written communication skills
- Computer literacy: Microsoft Office programs (experience with MS Access desirable)
- Native or high level fluency in Japanese acquired through formal education
- Proficiency in languages in addition to Japanese and English a plus

To Apply:

Send cover letter, resume, and a short essay submitted in an MS Word file. The essay should be 12-point font, double-spaced and no more than 400 words on the following topic: name a strength you possess and how that can benefit the Consulate General of Japan. Please send via email to j.usyak@ls.mofa.go.jp with subject line “Project Assistant Position” by Dec. 10.

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