

## **POSITION AVAILABLE: Specialist (Cultural Affairs & Public Outreach)**

### **About the Job**

The Public Relations & General Affairs Division at the Consulate General of Japan in Los Angeles is seeking an aspiring content creator with a passion for Japanese culture to fill a **Specialist** 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 English communication skills, 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**

- Various administrative tasks to support diplomatic officers in their duties
- Collaborate with the social media team to write and produce creative content that supports outreach efforts
- Schedule and post contents to social media
- Monitor Consulate social media accounts
- Operate basic camera equipment as needed
- Manage the Consulate's Local Event Calendar
- Upload articles and make updates to the Consulate's website as needed.
- Assist in the planning and execution of Consulate participation at cultural festivals and other outreach events in Southern California and Arizona
- Coordinate collaborations and manage correspondence with museums and cultural organizations
- Support JET Program: recruitment, inquiries, selection, etc.
- Report to the diplomatic officers of the PR & General Affairs Section
- Rotate with team members in various special event roles such as photography, emcee, press, registration and more...
- Writing (Official correspondences, official documents, video scripts, diplomatic remarks, social media content etc...)
- Assist in setup and breakdown during special events as needed

## **Requirements**

- Work authorization in the U.S (no visa support)
- Social media or marketing background preferred
- Some working experience in either Japan or a Japanese speaking environment
- A Bachelor's degree with minimum 2-3 years in an office setting
- Firm understanding of Japanese culture
- Clear and concise oral and written communication skills
- Computer and website literacy: Microsoft Office, Teams, Canva, Instagram, X and Facebook.
- Knowledge of video editing and content curating
- Be available to work special events on nights and weekends on occasion

## **Conditions of Employment and Benefits**

### **(1) Working Start Date**

Middle of February

### **(2) Working Hours**

Monday to Friday (except holidays) 9:30am to 5:00pm including 1hour lunch break

### **(3) Holidays**

Saturday, Sunday and National holidays (depends on office regulations)

### **(4) Salary**

US\$4,000 - \$5,000/Month

(The salary is determined based on your experience and skills)

### **(5) Benefits**

Group health insurance: employer pays 80% of premium

## **To Apply:**

Send cover letter, resume, and a short essay submitted in an MS Word file format. 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 [info@ls.mofa.go.jp](mailto:info@ls.mofa.go.jp) with subject line "Specialist Application" by Friday, January 20, 2024.

**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.**