

EMPLOYMENT OPPORTUNITY

Consulate General of Japan in Los Angeles (Local Staff)

The General Affairs & Public Relations section of the Consulate General of Japan in Los Angeles is seeking a person for the position of Local Staff.

1. Employment

Scheduled to begin on Friday, May 1, 2026

2. Main responsibilities

The main duties are as follows, although you may be asked to perform other tasks related to the General Affairs and Public Relations/Cultural Section as needed. Both Japanese and English will be used in the course of your work.

- (1) Coordinating communication with cultural organizations, educational institutions, etc., as well as gathering information related to their activities and compiling databases
- (2) Coordinating communication with media outlets and distributing press releases
- (3) Assisting with the operation of events hosted by the Consulate General
- (4) Drafting speeches and congratulatory messages for Consulate staff participating in events
- (5) Editing and updating the Consulate's website
- (6) Attending seminars and preparing reports
- (7) Performing secretarial duties

2. Qualifications

- (1) U.S. citizen or permanent resident cardholder.
- (2) Must be proficient in both Japanese and English, possess strong writing and reading skills, and demonstrate excellent communication abilities.
- (3) Sufficient skill of using Microsoft Word, Excel, Power Point as well as other basic computer skills.

3. Conditions of Employment and Benefits

- (1) Working Start Date: From Friday, May 1, 2026
- (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: Approximately \$58,500–\$68,000 per year (The salary is determined based on your experience and skills)

(5) Benefits: Group health insurance: employer pays 80% of premium

4. How to apply

(1) Applications must be received by March 29, 2026

(2) Required Documents:

- Resume (in English)
- A written essay (in Japanese [500 characters] or English [340 words]) on the following topic:

Southern California, centered around Los Angeles, is home to the world's largest population of Japanese nationals living outside of Japan (85,000 people) and the largest Japanese American community in North America (285,000 people).

Thanks to the longstanding efforts of various Japanese cultural organizations, traditional Japanese culture has become widely accessible in the region.

In addition, in Southern California, there are plentiful opportunities to enjoy Japanese content, such as at screenings of Japanese films at theaters, large-scale anime events, and concerts by Japanese artists.

Furthermore, there is considerable attention on Japanese athletes such as in baseball and basketball.

As described above, Southern California is considered a region with a high level of understanding of Japan and many opportunities to experience Japanese culture compared to other areas. Based on the above, please describe your thoughts on the role of the Consulate General of Japan in promoting and disseminating Japanese culture (from traditional culture to entertainment industries) in Southern

California, using specific examples and incorporating the duties listed in Section 2, "Main responsibilities".

(3) Please e-mail your documents to the consulate's e-mail address (info@ls.mofa.go.jp) and write in title "Application for General Affairs/Public Relations Cultural Clerk (Applicant's Name)".

(4) Please note that telephone inquiries will not be accepted.

(5) Submitted application materials will be properly stored by the Consulate.

Once it is no longer necessary to retain them for recruitment purposes, they will be disposed of or deleted.

5. Selection Process

(1) The first stage of selection will be a document screening.

(2) The second stage will consist of an online examination (in Japanese and English) and an interview at the Consulate (including a language proficiency test).

(3) Please be advised that only shortlisted applicants will be contacted by April 2.