

Job Opportunity: Educational and Cultural Outreach Specialist

The Consulate is seeking a well-qualified individual with excellent communication skills to serve as an educational and cultural outreach specialist. This position will be responsible for supporting Japanese Government educational programs including scholarships and youth exchange, generating written content on a variety of cultural topics, and serving as an information resource to the public. The ideal candidate possesses good knowledge of Japanese culture and international relations, a bachelor's degree in a relevant field, a high level of proficiency in Japanese, office software skills, and will be a reliable and flexible team member in a demanding environment. Candidates must be eligible to work in the U.S.

Core responsibilities:

- Support the Japanese Government Scholarship program by coordinating candidate recruiting and selection activities in the Consulate's area of responsibility including Washington, Montana, and northern Idaho.
- Coordinate and assist with the Consulate's youth exchange and cultural outreach activities.
- Prepare information for many different audiences by generating and editing speeches, press releases, topical reports, correspondence, web content, and other materials.
- Plan official events for the Consulate, and coordinate with outside organizations on events that the Consulate is involved with.
- Manage the Consulate's cultural information and material lending library.
- Interact with Consulate visitors and serve as a cultural information resource to the general public.
- Provide administrative support necessary to help fulfill the Consulate's role in promoting Japanese culture and ties in the region.
- And other tasks as assigned by management.

We need someone who:

- Has a high level and experience related to Japanese culture and international relations.
- Possesses a bachelor's degree in a relevant field.
- Has strong written and verbal communication skills.
- Is fluent in English with a high proficiency in the Japanese language.
- Is skilled with office productivity software.
- Has strong planning, multi-tasking and project management skills.
- Has event planning experience and excellent guest service skills.
- Is able to function successfully in a fast-paced and dynamic environment, consistently delivering

high-quality work to meet various demands as part of a team.

- Is dedicated to the success of the organization and team members.
- Is eligible for employment in the U.S.

A resume and cover letter should arrive at the below address on or before January 5, 2015

Consulate General of Japan

601 Union St. #500, Seattle, WA 98101

Attn. Mr. Yukio Motoe

Email: yukio.motoe@se.mofa.go.jp