

Job Opportunity: Public Outreach and Cultural Affairs Specialist

The Consulate is seeking an individual with excellent communication skills to serve as a public outreach and cultural affairs specialist. This position supports the Consulate's relations with media, community and cultural organizations, serves as an information resource to the public and is the office's primary website editor. The ideal candidate possesses knowledge of Japanese culture, has experience interacting with a wide variety of organizations and the public, and is familiar with website management.

Core responsibilities:

- Engage with media, community and cultural organizations on a variety of issues, and assist with maintaining good relations between these groups and the Consulate.
- Prepare information for many different audiences by generating and editing press releases, web content and other materials.
- Maintain the Consulate's website, including content editing.
- Manage the Consulate's Culture and Information Center and its cultural material lending program, interact with visitors, and serve as an information resource and the first point of contact for the general public.
- Coordinate Consulate events, and collaborate with outside organizations on events that the Consulate is involved with.
- Provide administrative and any other support necessary to help fulfill the Consulate's role in promoting Japanese culture and ties in the region.

We need someone who:

- Is fluent in English, preferably with a good command of the Japanese language, and is knowledgeable about Japanese culture.
- Possesses a bachelor's degree or higher in a relevant field.
- Has strong written and verbal communication skills.
- Is experienced with website management and content generation, and using office productivity software.
- Has strong planning, multi-tasking and project management skills.
- Has event planning experience and excellent customer service skills.
- Is able to function successfully in a Japanese office environment, consistently delivering high-quality work to meet various demands.
- Is a reliable team member dedicated to the success of the organization.
- Is eligible for employment in the U.S.

This position is estimated to start in early June, 2015.

Please submit a resume and cover letter by May 19, 2015, to:

Consulate General of Japan

601 Union St. #500, Seattle, WA 98101

Attn. Mr. Yukio Motoe

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