Job Opening: Media Support Staff

The Information and Culture Section of the Consulate-General of Japan in Nashville is seeking one support staff member. This is a **temporary (full-time)** position that will run until **31 March 2017,** with an extension dependent on budget approval. The primary responsibilities of this position will be to maintain and update the Consulate's website using the Consulate's content management system, to monitor media coverage, to develop the Consulate's media relations by creating and updating multiple social media accounts, and to assist Consulate staff with planning and coordinating cultural events. Ideal candidate should be adaptable, results-oriented, creative, and knowledgeable of technology applications and software.

Anyone who is eligible is welcome to apply by sending his/her resume and cover letter, including their telephone number, mailing address, and e-mail contact information to **Information and Culture Section** (info@nv.mofa.go.jp) by no later than 27 January 2017.

JOB DUTIES:

- Update and maintain the Consulate's website
- Create and maintain social media accounts on Facebook and Twitter
- Draft newsletters, social media posts, and email
- Take high-quality photographs at Consulate events to be used for website and social media
- Occasional drafting and proofreading of documents
- Monitor and report on media coverage in five-state area
- Assist Consulate staff with any team projects and/or events
- Research and data entry
- Other duties as required

Qualifications:

- Knowledge of html code, content management systems, and web editing software
- At least two years of college education
- Native-level English proficiency
- Strong writing and communication skills
- Great photography and image editing skills
- Must be able to work flexible hours including evenings and weekends as necessary
- Must be a U.S. citizen or permanent resident

Japanese language ability, knowledge of Japanese culture, and/or prior work experience in a Japanese-related organization is <u>not</u> required, but will be a strong advantage.