

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 **30 September 2017**, with the potential for 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 public 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 IT 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 21 April 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
- 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, web editing software, and image editing
- Experience managing social media accounts for an organization
- At least two years of college education
- Strong writing and communication skills in English
- Preferably 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 not required, but will be a strong advantage.