

Job Title: 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 2020, 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 develop the Consulate's media relations by 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.

Job Duties:

- Update and maintain the Consulate's website
- Maintain social media account on Facebook
- Draft email newsletters and social media posts
- Occasional drafting and proofreading of documents
- 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
- Experience in managing social media accounts for an organization
- At least two years of college education Native-level English proficiency
- Strong writing and communication skills Image editing skills
- 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.

Application Process:

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 15 November 2019.