

Job Opening: Social media Content Management and Public Relations Position

The Public Relations and Culture Department of the Consulate-General of Japan in Miami is hiring for one full-time ***Social Media Content Management and Public Relations*** position. This is a contracted position that will run from the **middle of March 2024 until end of March 2025 with possibility for yearly renewal**.

The primary responsibilities of this position are to promote and deepen the understanding of Japan and Japanese culture using the Consulate's social media channels and the Consulate's website.

Additional responsibilities will include coordinating the Consulate's public relations strategy alongside our contracted Public Relations Company, as well as providing photography for Consulate events. The ideal candidate should be adaptable, results-oriented, creative, patient, comfortable multitasking in a fast-paced environment, and knowledgeable of social media, website management and photography applications and software.

To apply, please submit your resume, cover letter, and contact information for one (1) professional reference to the Public Relations and Culture Department (culture@mi.mofa.go.jp) by **March 8, 2024**. Candidates must be available to interview in person at our offices during mid-March.

Please include copies of any relevant portfolio materials or certifications along with your application (attachments must not exceed a total of 10MB). No phone calls please.

JOB DUTIES INCLUDE:

- Create, curate, and manage content for all Consulate social media accounts (Facebook, Twitter, and Instagram).
- Update and maintain the Consulate website using the Consulate's HTML-based Content Management System.
- Act as a liaison between the Consulate and its contracted Public Relations Company.
- Work with our contracted Public Relations Company to develop relationships with statewide media, as well as organize and facilitate quarterly meetings.
- Develop, manage, and distribute monthly newsletters and other mass emails using our Email Marketing Software program.
- Take and edit high-quality photographs of events, meetings, interviews, and other occasions as necessary (both onsite and offsite) for the Consulate and Consul General, to be used for our website, social media, press releases, and other mass distribution channels.
- Draft and proofread documents including speeches, press releases, op-eds, etc.

- Assist Consul General and Consulate staff with any team projects, events, and mass distributions.
- Conduct independent internet research on various topics as needed.
- Submit detailed progress reports on social media, newsletters, and internet research projects.
- Other duties as required.

REQUIRED QUALIFICATIONS:

- Knowledgeable of Social Media platforms (Facebook, Twitter, and Instagram)
- Strong writing and communication skills
- Strong internet research skills
- Great photography and image editing skills using Adobe Photoshop
- Associate degree or higher
- Native-level English
- Must be a U.S. citizen or permanent resident
- Must be able to work flexible hours including occasional evenings and weekends as necessary
- For qualified candidates, an [FBI Background Check](#) may be required upon request
- Knowledge of Japanese culture and/or work culture

PREFERRED EXPERIENCE AND SKILLS:

- Strong knowledge of HTML, CSS, and Website Development a plus
- Experience with Public Relations, Event Planning, and Graphic Design a plus
- Japanese language ability strongly preferred

Others

- The physical working place will be at the Consulate General of Japan in Miami (Brickell City Tower, Suite 3200, 80 S.W. 8th Street, Miami, FL 33130).
- Employment is on a contract basis, and the monthly service payment will be approximately \$3,500.