

EMPLOYMENT OPPORTUNITY  
Consulate General Japan in Miami  
PR & Culture Section Staff

December 8, 2025

The Consulate General of Japan is seeking a highly motivated, team-oriented candidate for the position of a PR and Culture section staff at Consulate General of Japan in Miami.

1. Qualifications

- (1) Fluent in writing and speaking in English.
- (2) Japanese language proficiency is required, with particular emphasis on the ability to communicate fluently in written Japanese, especially via email. (**Note:** A Japanese language proficiency test may be administered during the interview process.)
- (3) U.S. citizen or Green card holder.
- (4) Good at communication and can work as a team with the other consular members.
- (5) Proficiency in computer skills including Microsoft office.
- (6) Basic knowledge of managing a webpage, experience in organizing events. Those who have experience in promoting or practicing Japanese cultural activities are very welcomed.

2. Job Summary

- (1) Cultural Affairs: Liaison and coordination with cultural partners, schedule management, and assistance with the operation of public affairs and cultural events.
- (2) Public Relations: Managing and editing the Consulate's website, managing and posting on social media, creating newsletters, and proofreading/translating documents.
- (3) Other Duties: Various administrative tasks such as data entry and managing documents and supplies.

3. Location of Office

Consulate General of Japan in Miami  
80 S.W. 8th Street, Suite 3200, FL

#### 4. Start of contract

February 1<sup>st</sup>, 2026

(There will be a probation period of 3 months before being officially hired. It is an annual contract, and the renewal will take place every Japanese fiscal year.)

#### 5. Employment Conditions

(1) Working hours: 7.5 hours a day from 9:00am-5:30pm with an hour of lunch break

Days off: Saturdays, Sundays and other holidays the Consulate is closed

Occasional overtime work is required for special events held in the evening or holidays.

(2) Vacation: Paid days off and sick leaves

(3) Benefits: Healthcare and Dental care insurance, Workers' Compensation

(4) Salary is commensurate with experience (First month's salary will be around \$3,500 to \$4,700). The Consulate will not discount and pay federal and other taxes from the employee's salary, so they will have to declare their own.

#### 6. Application

Interested candidates should submit the following documents to the following email address: [culture@mi.mofa.go.jp](mailto:culture@mi.mofa.go.jp) (Deadline: Wednesday, December 17, 2025)

(1) Resume/CV

(2) Copy of one of the following: U.S. passport or green card

\* We will be contacting you by email.

\* Please note that only selected candidates will be contacted to conduct interviews. We will not be able to respond to questions regarding the results.

\* Any documents submitted to the Consulate during this application procedure will not be returned to the sender.