EMPLOYMENT OPPORTUNITY

Consulate-General of Japan in Miami

Public Relations and Culture Section Staff

October 27, 2026

The Consulate-General of Japan in Miami is seeking a highly motivated, team-oriented candidate to handle public relations and cultural affairs.

1. Qualifications
   (1) Ability to speak and write in English
   (2) Adequate Japanese language proficiency (*A Japanese language proficiency test may be administered during the interview)
   (3) U.S. citizen or Green Card holder
   (4) Must possess strong communication skills and be committed to collaboration and teamwork
   (5) Proficiency in computer skills including Microsoft office.
   (6) Must have a strong interest in and knowledge of Japanese culture and be able to share that knowledge with others.

2. Job Summary
   (1) Cultural Affairs: Liaison and coordination with cultural partners, schedule management, assistance with the operation of public relations and cultural events, speech creation, and presentation on Japanese culture, etc.
   (2) Public Relations: Promoting Japanese culture and traditions; proofreading and translating documents, etc.
   (3) Other Duties: Various administrative tasks such as data entry and managing documents and supplies.

3. Work Location

   Consulate-General of Japan in Miami

80 S.W. 8th Street, Suite 3200
Miami, FL 33130

4. Expected Start Date

January 4, 2027
(There will be a probationary 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 to 5:30pm with an hour lunch

Days off: Saturdays, Sundays, and public holidays designated by the Consulate.
Occasional overtime work is required for special events held in the evening or holidays.

(2) Leave: Paid vacation, sick leave

(3) Benefits: Medical and health insurance, dental insurance, workers' compensation insurance

(4) Salary is commensurate with experience.

Starting salary is generally $4,000 - $5,500.
The Consulate will not deduct 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: culture@mi.mofa.go.jp (Deadline: Tuesday, November 17th, 2026)

(1) Resume

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

*Communication will generally be conducted via email
** Only candidates who pass the initial document screening will be contacted. We cannot respond to inquiries regarding the selection process or results.
***Any documents submitted to the Consulate during the application process will not be returned.