

Work Opportunity (outsourcing contract)

The Consulate General of Japan in Montreal seeks an assistant to the Cultural Affairs Section. The details are as follows.

1. Type of Contract: outsourcing contract (not an employee contract)

2. Position(s) available: One (1)

3. Tasks and Responsibilities:

Support the general activities and events of the Cultural Affairs Section, including the handling of the Consulate General's SNS and website, assist the Political and Economic Affairs Section as required, such as through translation work, monitor Japan- and Asia-related media coverage, support networking with the local media, etc., as pertains to the Consulate General's jurisdiction. More details will be provided at the time of signing the contract.

4. Contract Period: from May 2025 to March 2026 inclusively

5. Remuneration: Details will be discussed at the time of signing the contract.

6. Requirements:

- Trilingual (French/English/Japanese) at a level sufficient to conduct any task assigned with ease
- Canadian citizenship or permanent residency
- Basic computer knowledge: Word, Excel, social media platforms, etc.
- In principle, work is expected to take place at the offices of the Consulate General of Japan in Montreal. However, it would be advisable to maintain a functional work environment and setup at home should telework be required.

7. To Apply:

Submit resume with photo and cover letter (both either in French, English, or Japanese) to the Cultural Affairs Section of the Consulate General of Japan in Montreal at culture@mt.mofa.go.jp.

8. Application Deadline: Friday, April 11, 2025

9. Selection process:

First screening: Review of resume and cover letter

Second screening: Interview and written examination

**Only candidates who have passed the first screening will be given information regarding the second screening.*

10. For Inquiries:

Cultural Affairs Section, Consulate General of Japan in Montreal
culture@mt.mofa.go.jp

**No phone inquiries will be accepted.*