

November 2025
JETRO New York

Job Opportunity at New York Office
Research and Information Services Dept. Full-time Position
Requirements and Job Description

(Position／役職)

Economic Development Associate / Researcher
Research and Information Services Department, JETRO New York

(Job Summary／業務内容)

- Under the supervision of the Executive Director and Director, assist in the implementation of activities, programs, and services aimed at promoting bilateral economic relations between Japan and the U.S., in collaboration with federal, state, and local governments, organizations, companies, and institutions.

ディレクターの監督の下、米国の連邦、州、地方の政府や組織、企業、機関とともに、日米二国間経済関係促進のための各種活動、プログラム、サービスの実施を補佐する。

- Conduct research and analysis on U.S. federal and state government policies related to workforce development—including visa and immigration issues—as well as industrial strategies and disseminate accurate and relevant information to stakeholders in Japan and the U.S.

米国における連邦・州政府の人材関連政策、産業政策などに関する調査や分析を行い、正確で関連性の高い情報を日本向け、米国向けの双方に発信する。

- Collect and disseminate up-to-date information on Japan's investment trends in the United States. In addition, manage the progress of quantitative surveys related to the actual business activities of Japanese companies in the U.S., coordinate communications, and share findings.
日本の対米投資動向に関する最新情報の収集・発信を行う。加えて、日本企業の米国における活動実態に関わる定量調査の進捗管理、連絡調整、発信を行う。

- Facilitate problem-solving on economic development related issues that may arise from Japanese companies; perform business process analysis

and communicate with relevant offices, such as Economic Development Organizations within our jurisdiction of States.

日系企業から生じる可能性のある経済開発関連の問題解決を促進し、ビジネスプロセス分析を行い、管轄州内の経済開発機関などの関連オフィスとコミュニケーションを図る。

- Meet with public and private companies, associations, institutions, Federal, State, and Local government officials, business representatives, from both Japan and the U.S. regarding programs and JETRO services.

日米両国の公共・民間企業、団体、機関、連邦・州・地方政府関係者、企業代表者らと、ジェトロのプログラムやサービスについて面談する。

- Assist with Economic Development marketing including social media and marketing materials.

ソーシャルメディアやマーケティング資料など、経済開発のマーケティングを補佐する。

- Assist with administrative tasks as assigned.

指定された管理業務を補佐する。

(Requirements／要件)

- BA/College degree or higher degree

学士号／カレッジ卒以上

- Interpersonal skills and bilingual communication proficiency (English/Japanese), with the ability to thrive in a multicultural setting.

対人能力、日英バイリンガルコミュニケーション能力、多文化環境で活躍できる能力。

- Multi-tasking: ability to manage large quantities of work with accuracy.

マルチタスク：大量の仕事を正確に処理する能力。

- Reporting skills in a timely manner.

タイムリーな報告スキル

- Strong organizational skills with attention to detail, productivity, confidentiality, and reliability.

整理整頓、細部への注意、生産性、機密保持、信頼性。

- Proficiency in Microsoft Office products such as Word, Excel, PowerPoint, and Outlook.
ワード、エクセル、PPT、アウトルックなどのマイクロソフトオフィス製品に精通していること。
- Marketing, Business Development, or Sale experience. Experience in data collection and analysis, coordinating promotional events, and managing PR activities (Preferred).
マーケティング、事業開発または営業経験。データ収集や分析、プロモーションイベントや PR 活動のコーディネートなどの経験（尚可）。

(Pay Rate)

\$28.57 (fixed starting hourly rate)

+Discretionary Bonus

(Work Schedule and Hours)

Full-time, 5 days per week (Minimum 3 days in-office; up to 2 days remote work permitted [effective November 2025])

Monday to Friday, 9:00 AM - 5:00 PM (including a 1-hour unpaid lunch break), 35 hours/week

(Days Off)

Saturdays, Sundays, and holidays as designated by JETRO

(Benefit)

Group insurance (medical, dental, vision, and life)

401(k) plan

Application Form